

Juan de Fuca Emergency Planning Committee Meeting

1 February 2011

SAR Campus 2028C Idlemore Road

Minutes (Corrected)

Attendance: See attached Attendance Sheet

Call to Order: Meeting was called to order by G. OBriain at 19:02hrs.

Introductions: All present introduced themselves

Regrets: B. Meikle

Approval of Agenda: Motion was made by J. Grant and seconded by T. Mehler to accept agenda as presented
Motion carried.

Adoption of 4 January 2011 Minutes: The minutes of the 4 January 2011 meeting were presented for approval. Several corrections were given: pg 4: Port Renfrew CC report use "...needs to be resolved." in place of "...is still a problem."

And B. Broster asked that the ESS Report be changed to read "paid for by the JEPP Grant". A motion was made by S. Wright and seconded by T. Mehler to accept minutes with the above corrections.

Presentations: There were no presentations.

Old Business:

- A. Volunteers for Critical Positions: G. OBriain reminded all attendees that he needs help getting these critical volunteers positions filled.
- B. Volunteer Appreciation Dinner: 17 people attended the Volunteer Appreciation Dinner and enjoyed themselves a lot.
- C. Emergency Community Containers:
 - i) Shelving: The shelving for the Malahat Container is ready to be picked up. T. Dixon said that he would pick up the shelving very soon.
 - ii) Balancing of equipment in containers: G. OBriain still needs the inventories of the Port Renfrew and Malahat emergency containers.
 - iii) New supplies for pickup: G. OBriain has additional supplies for the Malahat and Otter Point emergency containers and would appreciate if these are picked up from his truck this evening following the meeting.
- D. ShakeOut BC:
 - i) Update: 400,000 people registered to participate. This was apparently well received throughout BC. It had national TV and radio coverage.
 - ii) Post Exercise Wrap-up: B. Webb stated that there was good turnout in the radio room. They had CB radio traffic with all Sooke schools. However it was noted that those using the CB radios in the schools had no experience with the use of CB radios and it was suggested that there be training and familiarization with speaking on radios. It was noted that there is a need for trained radio operators in all the Juan de Fuca communities to talk on the radio. There was no one from Otter Point, Port Renfrew, or East Sooke to talk on the radio during the exercise. J. Grant was in the EOC for the exercise and found that the lack of computers was probably very realistic as to what would be the situation in such an event. She stated that she found all the boxes to be unorganized, and the appropriate forms were difficult to find. She requested that there be a meeting of EOC volunteers so that all boxes could be reorganized. R. McLeod stated that as far as communications with the schools went, the people operating the radios at the schools had no idea how to operate said radios. Chief Sorensen had wanted to have a tabletop exercise downstairs at the Fire Hall but this was unable to happen. T. Mehler stated that there was not much interest in ShakeOut BC in Port

Renfrew outside of the school kids. However it seems that now there is more interest. Sooke does not have CB radios.

Action Item: A group needs to be formed to develop a protocol for radio communications during an event, between Sooke and Juan de Fuca EA EOCs.

What would you like to see at the next ShakeOut BC?

- 1) Sooke Marine SAR would like to participate next time, and they want to become involved in the JdF Emergency Program again.
 - 2) Table Top Exercise – to exercise EOC and one of the communities on the West side.
 - 3) HAM radio course – the question was asked if this is still going to happen. B. Webb stated that there seems to be a lack of enthusiasm for this course.
 - 4) Rec Centre and Fire Hall issues in Port Renfrew need to be resolved. However if this does not happen then the Port Renfrew Elementary School will be used.
 - 5) Malahat – T. Dixon stated that he needs someone to help him out and the communication is very important.
 - 6) Shirley – D. Bernadet was not in Shirley at the time of exercise.
 - 7) Otter Point – Communications is a very big issue.
 - 8) Jordan River – There are no buildings in Jordan River that can be used as a gathering place and they will rely on the Shirley Community Hall. There are several HAM radio operators in the area.
- E. VI Emergency Preparedness Conference – 15 – 17 April 2011. R. McLeod and B. Broster reported that they had a walk-thru of the hotel conference space and kitchen last week. Online registration is now open. There are approximately 300 to 350 registrants currently. A poster presentation will be on Friday evening; currently there are three or four poster presentations registered. There will be six delegates from the Sooke Fire Department going. There will be three people from Sooke shadowing the Langford ESS to learn group lodging. All is coming together really well. There will be advertising.
- F. Juan de Fuca Emergency Website meeting on 11 January 2011: The new web site www.jdfem.com was launched and has been met with great success. If you Google the site, it is the first site identified, thus is being viewed world-wide and is a top viewed site. Steve Holland has done an excellent job on the site and it is still evolving. If you wish something to appear, please let Steve Holland or G. OBriain know. It was suggested that the website be made mobile friendly; also that perhaps it is too busy for just one page and should be divided into two pages.

New Business:

- A. Agenda Items for next meeting: Please submit any agenda items to G. OBriain by 24 February.
- B. Training Plan: The proposed training plan is as shown on the screen, it will also be attached to the minutes. As there is other training going on in the three EA's, it had to be coordinated with the other two. If there are any changes or additions that are obvious at this time, please state such. I. Elliott stated that wildfire component will be added to the training calendar.
- C. AOB: BCAS in Port Renfrew had a question regarding the Port Renfrew switch and how it will operate. A general discussion took place regarding the working of the switch. Director Hicks is supposed to be having a meeting with the Fire Department, Ambulance Service, T. Mehler, and Telus to discuss how the switch will work.

Reports:

- A. Commission Chair – no report
- B. Emergency Coordinator: A reminder to pick up your supplies from G. OBriain and all the CC's to pick up their vehicle signs. The signs are to displayed only when there is training, an emergency, or travelling about in the business of the JdF Emergency Management Program. The organization for the CRD Emergency Management Committee has gone before the Board. It is made up of the CRD CAO, GM, EA Directors and T. Whiting. They will meet a minimum of once annually and will be reviewing all plans. All EAs will be going on a 5 year strategic business plan for all EA EP's. It has to be measureable and achievable. Our computers are still at the CRD for up-dating. The Mission Statement for the CRD EA's is as follows: To

create and maintain a cooperative organization to manage risks from major emergencies and disasters which may affect the CRD Electoral Areas. G. OBriain suggested adding 'recovery' and identifying what a 'major' emergency is. Communications exercise was presented to LG EPAC. There was little response from the committee. Nevertheless, a discussion paper will be presented at the February meeting. JEPP Grant is now at 3rd level!

C. Directors:

- 1) ESS: B. Broster reported that there will be ESS training courses on February 22nd (Reception Centre) and April 26th (Group Lodging). She still needs the blue prints from each CC for the reception center of their community. She will talk with I. Elliott about more ESS training. Regarding Steve Holland's presentation at the VI Emergency Conference, she does not think that this is going to happen, however she said to check with Steve Holland.
- 2) Training Director: no report
- 3) EOC Director: no report
- 4) Public Relations & Media Director: no report
- 5) Telecommunications Director: no report

D. T'Sou-ke Representative: no report

E. Pacheedaht Representative: no report

F. CRD Director/Alternative: no report

G. CRD Manager Protective Services: no report

H. Sooke Emergency Coordinator: R. McLeod reported on the Sooke EOC. He stated that the Sooke EOC is now in the Boardroom, as all phone lines are there. Seven computers were purchased for the EOC, but at present they are being shared with the Sooke council members. The generator for the Community Hall is ready to be wired to the building.

I. BCAS

- 1) Port Renfrew: M. Haine reported that they are still looking for ambulance staff.
- 2) Sooke: B. Longeway reported that they had a meeting last week regarding disaster management. The stations are supplied with three months emergency 'Ready Kits' which have supplies to treat 20-30 patients in each kit. They need a container to store the equipment and supplies. He said that perhaps a container can be placed at Ayre Manor or the JdF Emergency Container at Butler Yard could be used. This is to be discussed further.

J. Fire Departments:

- 1) East Sooke: no report
- 2) Port Renfrew: no report
- 3) Willis Point: no report
- 4) Otter Point: K. Brehart said that it has been quiet.
- 5) Shirley: no report
- 6) Sooke: There were many MVAs due to the snow. There has also been an increase in chimney fires.

K. RCMP: no report

L. SAR:

- 1) Ground Search and Rescue: B. Webb stated that it has been busy. They had a search at China Beach, and also took part in the search in Duncan. The wrap-up of the China Beach search was very involved.
- 2) Marine Search and Rescue: R. Armour said that he would be attending the meetings if R. Rowe is unable to. They currently have 28 active recruits, and have been on 29 missions. They are purchasing a brand new boat with roll-over capabilities, they have entered into an agreement of interest on the boat. The cost of the new boat is \$525,000 and fundraising will be underway. They were turned down for a grant. They received a Community Grant from Sooke for \$15,000 to outfit 15 volunteers with new gear complete with suits and helmets.

M. Community Coordinators:

- 1) East Sooke: Training on 19th February at 0900hrs with organizing of boxes to follow. There will be no training until the 19th of February.
- 2) Otter Point: no report
- 3) Port Renfrew: no report

- 4) Willis Point: no report
- 5) Shirley: no report
- 6) Jordan River: no report
- 7) Malahat: no report
- N. Community Liaison: no report

Public Comments: none

Date of Next Meeting:

- A. Planning Committee: 1900 hrs, 1 March 2011
- B. Commission Meeting: at call of Chair
- C. EOC Team: TBD

Adjournment: J. Grant made motion for adjournment at 20:45hrs.

Juan de Fuca Emergency Planning Committee Meeting
 Minutes
 Tuesday, 1 February 2011
 Location: 2028 C Idlemore Road

Status	Name	Position
Present	George OBriain	JdF Emergency Program - Coordinator/ Chair
	Mark Evans	Otter Point CC
	Brian Webb	JdF Communications - Deputy Director
	Ted Mehler	Port Renfrew - Community Coordinator
	Barb Broster	JdF ESS - Assistant Director
	Bryon Longeway	BCAS
	Robert Dick	Jordan River CC
	Ted Dixon	Malahat Community Coordinator
	Ron Gibbins	BCAS – Port Renfrew Unit Chief
	Richard McLeod	Sooke Fire Department
	Dominique Bernardet	Shirley - Community Coordinator
	Steve Wright	Sooke RCMP
	Jeri Grant	East Sooke - Community Coordinator
	Roger Beck	East Sooke Fire Department
	Rick Armour	Marine Search and Rescue
Kevan Brehart	Otter Point Fire Department	
Matthew Haine	BCAS 115	
Regrets	Travis Whiting	CRD – Protective Services – Manager
	Rob VanVeen	Shirley Fire Department
	Rob Roe	Unit Chief – Coast Guard Auxiliary
	Marcella Planes	T’Sou-ke Nation
	Gordon Planes	T’Sou-ke Nation
	Steve Sorensen	Sooke Fire Department
	Dave Court	Sooke ESS
	Donovan Ray	Shirley Fire Department
	Janna Lamontagrie	BCAS Sooke
	Dan Tennant	Pacheedaht Representative
	Fred Madill	JdF EOC Director
	Bill Meikle	JdF Communications - Director
Guest	Linda OBriain	Taking minutes

