



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday August 25, 2011 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Geoff Amy, City of Colwood
Dave Cockle, District of Oak Bay
Ian Elliott, Southern Gulf Islands Electoral Area
Clare Fletcher, Emergency Management British Columbia (EMBC)
Val Fletcher, District of Highlands
Brock Hansen, District of Saanich
Rob Johns, City of Victoria
Ralph Mohrmann, Emergency Management British Columbia (EMBC)
George OBriain, Juan de Fuca Electoral Area
Cindy Patton, Capital Regional District (recording secretary)
Geoff Spriggs, City of Langford
Maegan Thompson, Township of Esquimalt
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

Regrets: Troy Mollin, Township of View Royal
Jim LaMorte, Town of Sidney
Stephanie Dunlop, District of Metchosin

T. Whiting called the meeting to order at 09:34 a.m.

1) Welcome and introductions:

Everyone was welcomed to the meeting.

2) Approval of agenda:

Victoria/Saanich Joint Council Meeting (B. Henson) and ShakeOut (T. Whiting) were added to the agenda under New Business.

It was **Moved** by D. Cockle and **Seconded** by J. Trelford that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

3) Approval of Minutes from last meeting:

It was **Moved** by R. Johns and **Seconded** by J. Trelford that the minutes from the July 21, 2011 LG EPAC meeting be approved as distributed.

Motion Carried

4) MIECM minutes:

No discussion or comments.

5) Working Groups:

a) **CR Mutual Aid Agreement/Concept of Operations:** The working groups met with the Province after the last LG EPAC meeting. Another meeting with the Province is required to go over action items that came out of last meeting.

b) **RECAC membership:** A draft list of sector specific groups and a draft letter to current RECAC members explaining the pending changes were distributed. LG EPAC members are to provide B. Henson with feedback on both documents by the end of August. Interaction between LG

EPAC and RECAC still needs to be defined.

ACTION ITEM FOR C. PATTON: To circulate the two draft documents to LG EPAC members.

ACTION ITEM FOR LG EPAC MEMBERS: To provide feedback on the two draft documents and to make suggestions/recommendations on RECAC (REPAC) meeting format, times and dates to B. Henson by the end of August 2011.

6) Old Business

- a) **Social Media:** Will be discussed at the next LG EPAC meeting.
- b) **BCERMS Steering Committee:** Previous meeting minutes and current BCERMS agenda were distributed to the LG EPAC group for reference. A brief overview was given. Minutes will continue to be forwarded to LG EPAC members.
- c) **Public Service Announcements (PSA):** The working group met and 15 various topics were discussed (ie: preparing a kit, preparing your pets for an emergency, etc.), which will be forwarded to LG EPAC members for input. It was agreed that there is a need to create a central repository/location where items like the PSA's can be stored (that is not jurisdictionally bound). A working group, consisting of T. Whiting, R. Johns, D. Cockle, V. Fletcher, B.Henson and I. Elliott has been formed to address the creation of a central repository.

It was **Moved** by D. Cockle and **Seconded** by R. Johns that the LG EPAC move forward with creating a PSA for the upcoming ShakeOut exercise.

Motion Carried

It was **Moved** by D. Cockle and **Seconded** by V. Fletcher to create a central repository website for storing and accessing information that affects all jurisdictions.

Motion Carried

- d) **SAR:** EMBC is conducting a multi-layer review of the SAR call out procedures.

7) New Business

- a) **St. John Ambulance EP Containers:** Discussion occurred. C. Fletcher forwarded St. John's contact name to T. Whiting for the purposes of inviting St. John's to speak at the next LG EPAC meeting.
- b) **CRTI:** A brief overview was given. CRTI adopted many of the changes recommended from the Capital Region's workshop.

ACTION ITEM FOR T. WHITING: To schedule a meeting with Bob Poole (CRTI rep) and the CRTI Steering Committee to discuss the next step(s).

ACTION ITEM FOR T. WHITING: To circulate the draft CRTI report to LG EPAC members.

- c) **Roundtable:** Local program updates provided.
 - a. Red Cross to be discussed at future LG EPAC meeting.
 - b. G. Amy is to send R. Johns a copy of the Tsunami sign.
 - c. D. Cockle to send M. Thompson, Oak Bay's Congregation plan.
 - d. October 15th is the deadline for EMBC to receive all JEPP application forms.
- d) **Victoria/Saanich Joint Council Meeting:** Victoria and Saanich Mayors are conducting a Joint Council meeting to discuss Climate Action and Emergency Management. B. Henson and R. Johns will be doing a presentation on Christchurch, NZ.
- e) **ShakeOut:** A reminder to members to register your organization for the upcoming ShakeOut

drill this October 2011. EMBC is looking for proclamations or letters of support to post on the website.

f) VIHA – Reception Centre Health Services: Discussion ensued.

ACTION ITEM FOR D. Cockle: To forward a copy of the VIHA Reception Centre Health Services document.

ACTION ITEM FOR C. PATTON: To forward the VIHA Reception Centre Health Services plan to LG EPAC members

ACTION ITEM FOR T. WHITING: To contact Norma Jones (VIHA) regarding the VIHA Reception Centre Health Services document.

8) Adjournment:

The meeting adjourned at 11:25 PM.

Next Meeting, September 15, 2011 at 9:30 am at the CRD, Room 107, Main Floor