



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, January 26, 2012 at 09:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Dave Cockle, District of Oak Bay
Stephanie Dunlop, District of Metchosin
Ian Elliott, Southern Gulf Islands Electoral Area
Clare Fletcher, Emergency Management British Columbia (EMBC)
Eileen Grant, District of Oak Bay
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (recording secretary)
Troy Mollin, Town of View Royal
Ralph Mohrmann, Emergency Management British Columbia (EMBC)
George OBriain, Juan du Fuca Electoral Area
Cindy Patton, Capital Regional District (Recorder)
Maegan Thompson, Township of Esquimalt
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District
Elizabeth Zook, Salt Spring Islands Electoral Area

Regrets: Jim LaMorte, Town of Sidney
Steve Sorenson, District of Sooke
Rob Johns, City of Victoria
Geoff Amy, City of Colwood

T. Whiting called the meeting to order at 9:32am.

1) Welcome and Introductions: Everyone was welcomed to the meeting.

2) Approval of agenda:

Rapid Damage Assessment, Emergeo (M. Thompson), Core Training, Elected Officials meeting, Quadra Island workshop, weather warnings (C. Fletcher) and Provincial meeting (T. Whiting) added to the agenda under "New Business."

It was **Moved** by B. Henson and **Seconded** by M. Thompson that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

3) Approval of previous meeting minutes (December 15, 2011):

It was **Moved** by D. Cockle and **Seconded** by J. Trelford that the minutes from the December 15, 2011 LG EPAC meeting be approved as distributed.

Motion Carried

4) MIECM Minutes: No minutes were available to discuss.

5) Old Business:

5a) BCERMS Steering Committee: BCERMS Advisory Committee has formed various working groups which are in the process of meeting to review the BCERMS document. Please send any Governance ideas to D. Cockle. The Background working group is looking for any debrief reports that may assist with making suggested changes to BCERMS, please forward any information you think may have value to S. Jansen. The goal would be to have an updated BCERMS document by spring of 2013.

5b) LG EPAC website: The working group has met to discuss the prepareyourself.ca website. Some members of the working group have also met with CRD IT division to discuss the requirements and architecture of the site. There may be a draft version available for review by the next LG EPAC meeting. Landslides and Marine will be added to the list of Hazards on the site.

5c) PSA's: Two new PSA's have been created: Personal Preparedness – Emergency Kits, and Winter Preparedness. S. Jansen will forward the links to LG EPAC members and upload to the SharePoint site. The PSA working group will meet to decide which PSA's to film next.

5d) Crisis Communications Workshop: There are two potential Crisis Communications workshops that have been tentatively scheduled for February 23/24, 2012; Social Media and/or Media Relations. Outlines will be forwarded to LG EPAC members. Interested members are to register with S. Jansen.

5e) Regional telecommunications: The Regional Telecommunications working group has had one meeting where there was a wide ranging discussion. The working group is trying to gather an overview (ie: collate work done to date, points of interest, etc...) to forward to LG EPAC members. This topic may be something to include in the 2012 LGEPAC work plan.

5f) Tsunami mapping: The Tsunami Mapping contract was awarded to AECOM. This is an overview project which will show the high risk areas in the CRD; with work being completed by May 15, 2012. The project will result in the creation of a GIS layer that will be shared with local governments. The final report for the project will be forwarded to LG EPAC members once it is complete.

5g) Emergency Social Services Association (ESSA) Announcement: ESSA has indicated that they will be shutting down their operations before July 2012. The Province did an ESS review in 2008 and incorporated the recommendations from the review into the ESS program. Full funding for training is still available. Suggestions regarding ESS can be forwarded to Bob Kennedy at EMBC.

5h) DND Plume Modelling maps: The map layer will be added to the ETeam map viewer and is also available to any interested municipalities. Discussions and questions took place.

ACTION ITEM FOR M. Thompson: To invite DND Lieutenant Dwight Ince to the February LG EPAC meeting to discuss the plume modelling maps, local government expectations and to discuss future DND exercises.

5i) Disaster survival guide: S. Jansen provided an update that the manufacturer of the guide is willing to change the copy to make it relevant to the CRD. Pricing will be available at the February meeting of the LG EPAC, and members can decide if they would like to go forward with printing.

5j) RECAC: The last RECAC/REPAC meeting and suggested changes were reviewed and discussed. It was agreed that the LG EPAC members that facilitated the last RECAC breakout sessions will do the same for this afternoon's meeting.

By acclamation Dave Cockle was appointed Vice-Chair of the RECAC/REPAC.

6) New Business:

6a) Rapid Damage Assessment (RDA) course: Another RDA is scheduled for March 2012 in which various schools and churches as well as VIHA have been invited. As long as the seats are filled, the course will continue to be offered. Discussion ensued around the "field manual guides" and how to obtain additional/surplus copies. There may be a possibility of purchasing the field manual guides directly from the US.

ACTION ITEM FOR S. Dunlop: To contact BC Housing regarding the field guide manuals.

6b) Emergeo: Emergeo provides emergency and crisis management software and services; they have built a dashboard interface for ETeam for EMBC.

ACTION ITEM FOR M. Thompson: To forward the link Emergeo provided her with to T. Whiting, B. Hensen and S. Jansen.

6c) Core Training: Core training books are now available on-line. One course will be offered before the end of March 2012.

ACTION ITEM FOR C. Fletcher: To circulate the two day workshop overview to LG EPAC members.

6d) Elected Officials workshop: The workshop is tentatively scheduled for Monday April 30, 2012. LG EPAC members are encouraged to send C. Fletcher suggestions on what they would like the Elected Officials to know about emergency management, please submit suggestions by Tuesday January 31 at the latest. LG EPAC members are also encouraged to attend the workshop to answer questions their particular Elected Officials may have.

ACTION ITEM FOR S. Jansen: To receive from C. Fletcher the 2009 Elected Official workshop agenda and PowerPoint presentation and forward to LG EPAC members.

ACTION ITEM FOR T. Whiting: To circulate the CRD Board Orientation and emergency management overview presentation to members of the LG EPAC.

6e) Quadra Island workshop: Community Emergency Preparedness workshop is being held April 13-15, 2012. Volunteers are encouraged to attend.

6f) Weather warnings: Environment Canada is the official owners of the weather warning material, they are not the property of EMBC. C. Fletcher sends the weather warnings strictly as a courtesy.

6g) Provincial meeting: The Deputy Solicitor General invited Victoria, Saanich and CRD CAO's to a meeting to discuss the status of regional coordination. The local EPCs for those areas were also in attendance. Discussion on current initiatives in the CRD and Metro Vancouver were discussed, and further information will be circulated to the CAO's and the Province. Questions about the Provinces role in major disasters in relation to the responsibilities of local governments were raised.

6h) Insurance: A brief discussion took place in regards to the fact that Block Watch members are eligible for a discount on house insurance and that Neighbourhood Emergency Program members do not qualify for the discount. The question was asked "is the broker or the underwriter providing the discount?" This item will be discussed further at the next LG EPAC meeting.

6i) 2012 work plan development: Working groups were discussed and the following motions took place:

It was **Moved** by I. Elliott and **Seconded** by B. Hensen that the CRMA and Con Ops working groups be combined.

Motion Carried

It was **Moved** by G. OBriain and **Seconded** by S. Dunlop that a BCERMS working group be formed.

Motion Carried

It was **Moved** by D. Cockle and **Seconded** by I. Elliott that the Training, CRTI, BCAEM and RECAC Membership working groups be dissolved.

Motion Carried

The TOR and LG EPAC Website working groups will be put on the February agenda for completion and potential dissolving as work should be completed at that time. The Regional Telecommunications working group needs to meet before the February LG EPAC meeting to define their mandate. The E-Team working group will be added to the March LG EPAC agenda.

7) **Adjournment:** The meeting adjourned at 11:58 PM.

Next Meeting, Thursday, February 16, 2012 at 9:30 am at the CRD, Room 107, Main Floor