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**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**
**Minutes of Meeting Held Thursday, March 15, 2012 at 09:30 a.m.**
**CRD – 625 Fisgard Street – Room #107**

**Present**: Geoff Amy, City of Colwood
Stephanie Dunlop, District of Metchosin
Ian Elliott, Southern Gulf Islands Electoral Area
Clare Fletcher, Emergency Management BC (EMBC)
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca Electoral Area
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District
Rob Johns, City of Victoria
Jim LaMorte, Town of Sidney
Cindy Patton, Capital Regional District (Recorder)
Steve Sorenson, District of Sooke
Maegan Thompson, Township of Esquimalt
Travis Whiting, Capital Regional District

**Regrets:** Dave Cockle, District of Oak Bay
John Trelford, District of North Saanich
Troy Mollin, Town of View Royal
Geoff Spriggs, City of Langford

T. Whiting called the meeting to order at 9:33 am.

1) **Welcome and Introductions:** T. Whiting introduced Jeri Grant who is the new Emergency Program Coordinator for Juan de Fuca and has replaced George OBriain. Introductions were made around the table.

2) **Approval of agenda:** EOC training, CBRNE training (R. Johns), Public Safety Lifeline Volunteers (PSLV) awards, JEPP/HUSAR 2011 claims, EM training and Tsunami debris (C. Fletcher) were added to the agenda under "New Business."

It was **Moved** by M. Thompson and **Seconded** by S. Dunlop 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 (January 26, 2012)**:

It was **Moved** by S. Sorenson and **Seconded** by I. Elliott that the minutes from the January 26, 2012 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

**Motion Carried**

4) **MIECM Minutes:** The February 22, 2012 minutes were received.

5) **Old Business:**

**5a) Terms of Reference working group:** The working group has not met. The Terms of Reference will be re-circulated for acceptance at the next scheduled LG EPAC meeting.

**ACTION ITEM FOR S. JANSEN:** To circulate the Terms of Reference to LG EPAC members.

**5b) 2012 Work Plan development:** It was requested that the remaining working groups prepare an overview document (ie: mandate, where is the group going, how they are going to get there, etc.) that will

be presented and discussed at the LG EPAC meeting.

**ACTION ITEM FOR S. JANSEN:** To circulate the updated list of working groups to LG EPAC members.

**5c) Regional telecommunications:** The draft "Regional Telecommunications Emergency Contact Information" document was reviewed and discussed. The working group and draft document are focused on the various modes of communications that each municipal EOC has, EOC to EOC communication and does not deal with inter-agency communications. It was suggested that Post-Secondary schools and Emergency Program Coordinator's (EPC's) contact numbers should also be added to the draft document. This list would not be for distribution to anyone other than EOC personnel and would be stored on a secured SharePoint site.

Additional discussion around CREST radios took place.

**ACTION ITEM FOR S. JANSEN:** To circulate the draft regional telecommunications document to LG EPAC members.

**ACTION ITEM FOR C. FLETCHER:** To provide information in writing regarding EMBC's plan for use of their CREST radio.

**5d) Rapid Damage Assessment (RDA):** The last RDA course offered by the DND was full and another will be conducted April 30, 2012 (8:30 – 12:00) at Wark Point Barracks. Metchosin will also host a RDA course on May 27, 2012. The March 20, 2012 Structural Engineers Association "Post-Earthquake Safety Evaluation of Buildings" seminar may be cancelled.

It was **Moved** by R. Johns and **Seconded** by B. Henson that an official Rapid Damage Assessment working group be formed. S. Sorenson, M. Thompson, B. Henson, C. Fletcher, T. Mollin, E. Zook & R. Johns will form the working group. The RDA working group will communicate with various Building Inspectors and City Planners.

**Motion Carried**

**5e) BCERMS working group:** The background reports are currently being compiled. An After Action Report template is being created to assist with consistency. The Governance sub-group has had "recovery" and a "regional district" layer added to the BCERMS Overview document. There may be a need for the legislation to be updated and/or changed.

**ACTION ITEM FOR LG EPAC MEMBERS:** Forward any feedback on the BCERMS Overview document to T. Whiting or D. Cockle.

**5f) LG EPAC website:** The mocked-up website, slogan, logos and colour schemes were reviewed and discussed. Some slogans discussed were:

- Serving Southern Vancouver Island
- Preparing Southern Vancouver Island
- Emergency Preparedness for Southern Vancouver Island

**5g) Public Service Announcements (PSA's):** Emergency preparedness for pets and Volunteering will be the next scheduled PSA's. Neighbourhood First Aid and Neighbourhood Programs were suggestions for future PSA's but it was noted that the PSA's should be inclusive of all the jurisdictions (ie: not all emergency programs have neighbourhood first aid). The PSA and Website working groups are to invite Cailey Hopkins (CRD Corporate Communications) to meet and prepare a communications plan.

**5h) Communications Workshops (Media Relations & Social Media):** Feedback about the course was that it was good but there are less expensive options locally. The group does not have an interest in arranging additional courses at this time.

**5g) Disaster Survival Guide:** Discussion took place. Many agreed there was value in the guide. E. Grant will conduct a cost analysis to determine the feasibility of producing a similar guide locally that will contain

information specific to Southern Vancouver Island.

**6) New Business:**

**6a) EM training:**

- EOC Essentials – Saanich, September 2012
- EOC level 3 Planning – Victoria, October 2012
- Emergency Evacuations – Sooke, September-October 2012
- EOC level 3 Operations – CRD, January 2013
- EOC level 3 Finance – Esquimalt, February 2013

Core Training will occur at PEP Headquarters; 2 full days May 23-24, 2012. Each jurisdiction is responsible for keeping track of who received this training. The Train the Trainer course is a four hour course that will occur mid -June, 2012.

Five Elected Officials workshops will be conducted starting May 1st, 2012, with the Victoria course being held at the Langford Fire Hall. C. Fletcher requested that each EPC gather and forward RSVP's to her.

**ACTION ITEM FOR C. FLETCHER:** To find out where the Elected Officials email and/or letter was distributed and report findings back to LG EPAC members.

**6b) Public Safety Lifeline Volunteer (PSLV) awards:** March 29, 2012 is the deadline for submitting nominations.

**ACTION ITEM FOR C. FLETCHER:** To look into possible extension for nominations.

**6c) JEPP/HUSAR 2011 claims:** March 31, 2012 is the deadline for submitting claims for 2011 approved projects.

**6d) Tsunami debris:** The Ministry of Environment (MOE) is now part of a Tsunami Debris Coordinating Committee. Additional information can be found on the MoE website. The question was asked "What is the committee doing to interface with local government?" The LGEPAC is looking for Roles and Responsibilities in writing from the Province.

**ACTION ITEM FOR S. JANSEN:** To follow up with Teron Moore (EMBC).

**6e) EOC training:** EMBC sponsored EOC Essentials course will occur March 27-28, 2012 as noted under item 7a. There may be another EOC Essentials course offered before summer but would be pay per seat.

**ACTION ITEM FOR B. HENSON:** To circulate Saanich's training schedule to LG EPAC members.

**6f) CBRNE:** Discussion ensued concerning the Legislative buildings approaching the City of Victoria and the CRD regarding preparation of a potential hazmat/chemical incident at the Legislative buildings. A working group was created that included VIHA, CRD, Legislative staff, etc. that will conduct a table top exercise in April. Hazmat Standard Operating Guidelines (SOG's) and CBRNE training may help with this situation.

**6g) EP week:** If any jurisdictions have specific plans or if there are any joint ventures for EP week, please forward the information to S. Jansen. The City of Colwood is displaying their emergency vehicles at Juan de Fuca Recreation Centre May 6, 2012; G. Amy will forward an invitation to attend. Having the PSA's broadcasted on local news channels was discussed as well as doing a coordinated approach with the news channels where various components of emergency programs (ie: ESS, Communications trailers, SAR, etc.) are highlighted from one centralized location. S. Jansen will discuss with CRD corporate communications to build an EP Week communications plan.

**6h) Roundtable:**

- **E. Grant (Oak Bay):** Gayle Gorrill, University of Victoria's (UVic) VP of Finance and Operations would be willing to come speak to the group about the information breach at UVic. LG EPAC members are very interested but would like the discussion to include a broader group of people and not be exclusive to Emergency Program Coordinators.

**ACTION ITEM FOR E. GRANT:** To query if G. Gorrill would be willing to speak to a larger group.

- **B. Henson (Saanich):** Western Marine Response Corporation contacted Saanich regarding an upcoming exercise at Bear Mountain hotel.

**ACTION ITEM FOR C. FLETCHER AND/OR B. HENSON:** To forward information to T. Whiting

**7) Adjournment:** The meeting adjourned at 12:00 PM.

***Next Meeting, Thursday, April 19 2012 at 9:30 am at the CRD, Room 107, Main Floor***