



Making a difference...together

**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**  
**Minutes of Meeting Held Thursday April 19, 2012 at 09:30 a.m.**  
**CRD – 625 Fisgard Street – Room #107**

---

**Present:** Geoff Amy, City of Colwood  
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)  
Jeri Grant, Juan de Fuca Electoral Area  
Sara Jansen, Capital Regional District  
Rob Johns, City of Victoria  
Jim LaMorte, Town of Sidney  
Troy Mollin, Town of View Royal  
Ralph Mohrmann, Emergency Management British Columbia (EMBC)  
Cindy Patton, Capital Regional District (Recorder)  
Steve Sorenson, District of Sooke  
Geoff Spriggs, City of Langford  
Travis Whiting, Capital Regional District

**Regrets:** Maegan Thompson, Township of Esquimalt  
John Trelford, District of North Saanich  
Elizabeth Zook, Salt Spring Island Electoral Area  
Brock Henson, District of Saanich  
Ron French, District of Central Saanich

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

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting.
- 2) **Approval of agenda:** REPAC update (S. Jansen), JEPP/HUSAR, CREST radio, EM training, Elected Officials workshop (C. Fletcher), CREST paging and 2013 work plan idea (I. Elliott) were added to the agenda under “New Business.”

It was **Moved** by S. Dunlop and **Seconded** by J. Grant 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 (March 15, 2012):**

It was noted on page 3 the wording should be changed from “evaluations” to “evacuations”.

It was **Moved** by G. Amy and **Seconded** by J. LaMorte that the minutes from the March 15, 2012 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

**Motion Carried**

- 4) **MIECM Minutes:** No minutes to review.

- 5) **Old Business:**

**5a) 2012 Work Plan development – Working Group overviews/updates:**

- **Terms of Reference:**

It was **Moved** by D. Cockle and **Seconded** by G. Amy that the Terms of Reference for the Local Government Emergency Program Advisory Commission (LG EPAC) be adopted as distributed.

**Motion Carried**

It was **Moved** by J. LaMorte and **Seconded** by T. Mollin to stand down the Terms of Reference working group.  
**Motion Carried**

- **BCERMS working group:** The recommended change from BCERMS to BCEMS and the 4 pillar approach are currently being researched. There is a BCERMS meeting this afternoon where this will be further discussed.
- **Regional Telecommunications:** Continuing to work on draft.
- **Rapid Damage Assessment (RDA):** The working group will meet to discuss scope and will report back at the May meeting.
- **LG EPAC website:** The website is still in progress but will be finalized for Emergency Preparedness week. BC Hydro has offered some funds that may be used to launch the LG EPAC website and PSA's during Emergency Preparedness week. The LG EPAC website and PSA working groups are to meet and further discuss course of action. It was agreed that the Triangle icon on the prepareyourself.ca website will be used by Emergency Program Coordinator's for consistency sake.
- **Public Service Announcements (PSA's):** Discussion ensued and it was agreed that there should be a PSA on wildfires prior to the start of summer, as well as one on flooding.
- **E-Team:** The working group has not met yet.
- **Exercises:** The Exercise working group will meet and prepare a table top exercise for the fall to test portions of the CRMAA/ConOps document, which will include defining "critical resources".
- **CRMAA/ConOps:** An update was provided. The Province has asked for another meeting with Saanich, Victoria and the CRD on June 1<sup>st</sup>, 2012.

**ACTION ITEM FOR T. WHITING:** To circulate CAO briefing document to LG EPAC members.

**ACTION ITEM FOR S. JANSEN:** To request resource lists from each EPC are forwarded to her for collating.

**5b) Disaster Survival Guide:** J. LaMorte and E. Grant created a draft guide with practical information for "after an emergency event" because there is enough information out there on preparedness.

**ACTION ITEM FOR S. JANSEN:** To circulate current draft guide to LG EPAC members for feedback.

**ACTION ITEM FOR LG EPAC MEMBERS:** To submit ideas for content of Disaster Survival Guide to J. LaMorte or E. Grant.

**5c) Tsunami debris:** The UBCM representative on the Tsunami Debris Coordinating Committee will be the one to interface with local government. The tsunami modelling report should be complete by mid-May. There was discussion around the release of the Tsunami modelling report and its associated messaging.

**ACTION ITEM FOR C. FLETCHER:** To circulate Tsunami debris information from Tofino/Ucuellet.

**5d) Emergency Preparedness Week:** Discussion around events occurred.

**6) New Business:**

**6a) REPAC update:** A brief overview of the last meeting was given. Fortis BC and BC Hydro will be giving presentations at the upcoming meeting.

**6b) CREST radios:** Discussion ensued and it was agreed that there needs to be clarification on how PEP is going to use the CREST radios.

**6c) JEPP/HUSAR:** An overview was given and it was noted that this is the final year for JEPP/HUSAR projects.

It was **Moved** by D. Cockle and **Seconded** by R. Johns that the concerns of the LG EPAC regarding recent cuts to emergency program funding, including the Joint Emergency Preparedness Program (JEPP) and Heavy Urban Search and Rescue (HUSAR), be forwarded by the CRD to Public Safety Canada and local Members of Parliament.

**Motion Carried**

**6d) EM training:** EM training dates have been finalized and the schedule will be forwarded to LG EPAC members.

**6e) Elected Officials workshop:**

**ACTION ITEM FOR C. FLETCHER:** To circulate a list of the Elected Officials that has been invited to the workshop.

**6f) CREST Paging:** Due to time constraints this item was not discussed.

**6g) 2013 Work Plan Idea:** This item will be discussed at the next LG EPAC meeting.

**6h) Roundtable:**

**Colwood:**

- School District 62 has formed an Emergency Planning Committee

**Southern Gulf Islands (SGI):**

- A fire safety brochure for pets has been created and will be forwarded to S. Jansen for circulation and use by LG EPAC members

**Sooke:**

- Metchosin, Juan de Fuca and Sooke have discussed sharing resources

**Metchosin:**

- Currently working on a large animal evacuation plan
- Involved in emergency planning for seniors
- Two Rapid Damage Assessment courses are being held

**Victoria:**

- EOC exercise to be conducted May 30
- EOC Essentials course will be held May 5

**Esquimalt:**

- Rapid Damage Assessment course will be held April 30

**7) Adjournment:** The meeting adjourned at 11:59 PM.

**Next Meeting, Thursday, May 17, 2012 at 9:30 am at the CRD, Room 107, Main Floor**