



Making a difference...together

**LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION**  
**Minutes of Meeting Held Thursday June 21, 2012 at 09:30 a.m.**  
**CRD – 625 Fisgard Street – Room #107**

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**Present:** Geoff Amy, City of Colwood  
Dave Cockle, District of Oak Bay  
Ian Elliott, Capital Regional District  
Clare Fletcher, Emergency Management British Columbia (EMBC)  
Jeri Grant, Juan de Fuca Electoral Area  
Brock Henson, District of Saanich  
Sara Jansen, Capital Regional District (Recorder)  
Rob Johns, City of Victoria  
Troy Mollin, Town of View Royal  
Brigitte Prochaska, Southern Gulf Island Electoral Area  
Steve Sorensen, District of Sooke  
Maegan Thompson, Township of Esquimalt  
John Trelford, District of North Saanich  
Travis Whiting, Capital Regional District

**Regrets:** Stephanie Dunlop, District of Metchosin  
Jim LaMorte, Town of Sidney

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

- 1) **Welcome and Introductions:** T. Whiting introduced Brigitte Prochaska as the new Emergency Program Coordinator for the Southern Gulf Islands replacing I. Elliott who has moved on to a new role as the Manager of Electoral Area Emergency Programs. Introductions were made around the table.
- 2) **Approval of agenda:** Tsunami mapping update, and REPAC education working group (M. Thompson) were added to the agenda under "New Business."

It was **Moved** by M. Thompson and **Seconded** by D. Cockle 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 (April 19, 2012):**

It was **Moved** by B. Henson and **Seconded** by G. Amy that the minutes from the April 19, 2012 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved.

**Motion Carried**

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

- 5) **Old Business:**

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

- **BCERMS working group:** EMBC has decided to proceed with incorporating the recommended change from BCERMS to BCEMS and the 4 pillar approach. The deadline for the project has been extended until fall 2013.
- **Regional Telecommunications:** The working group has not met. There some concerns regarding CREST capacity and interoperable talk groups, and that there may be other options that have not been explored. A meeting with Gord Horth will be arranged with the Regional Telecommunications group to discuss further, and Gord Horth may attend an upcoming LG EPAC meeting. There was a

suggestion to speak to Vancouver PD to discuss their telecommunications findings from the riot investigation.

**ACTION ITEM FOR S. JANSEN:** Obtain copy of Vancouver Report if completed and distribute to group; arrange meeting with Gord Horth of CREST with Telecommunications Working Group.

**ACTION ITEM FOR I. ELLIOTT:** Obtain CREST Disaster Resilience Report and distribute to group; circulate invitation to LG EPAC to attend upcoming telecommunications roundtable at end of July.

- **Rapid Damage Assessment (RDA):** A smaller group comprised of R. Johns, M. Thompson, and engineer G. Taylor are developing a list of tasks to distribute to the larger group. There was discussion of a project involving the installation of seismic sensors in schools to determine RDA priorities after an earthquake, and the information can be transmitted to GIS systems.

**ACTION ITEM FOR R. JOHNS:** Distribute information on G. Taylor's project to C. Fletcher, S. Jansen, and M. Thompson.

**ACTION ITEM FOR C. Fletcher:** Follow up with Ministry of Transportation and Infrastructure on information streams.

**ACTION ITEM FOR T. Whiting:** Follow up with CRD Integrated Water Services and potential sensors at the CRD.

- **LG EPAC website:** S. Jansen reminded the group to continue sending her upcoming news and events to post on the website.
- **Public Service Announcements (PSA's):** Two PSA's were filmed on June 19: one on evacuations with G. Amy and one on wildfire preparedness with J. Trelford. Both should be completed by the next LG EPAC meeting.
- **E-Team:** The working group has not met yet but will report back at the next meeting. A brief exercise to test E-Team prior to wildfire season is currently taking place and will be addressed at the next LG EPAC meeting.
- **Exercises:** The Exercise working group will be meeting following the LG EPAC meeting and will report back to the group.
- **CRMAA/ConOps:** An update was provided. A meeting occurred with the Province, Saanich, Victoria, and the CRD on June 1<sup>st</sup>, 2012.

**5b) Disaster Survival Guide:** J. LaMorte and E. Grant were not present to comment on the guide so the item will be tabled until the June meeting.

**5c) JEPP/HUSAR Letter:** Each municipality has the option to send their own letter. T. Whiting will arrange to send the letter drafted by the LG EPAC from the CRD, and have it signed by the Board Chair on behalf of the LG EPAC.

**ACTION ITEM FOR S. JANSEN:** To re-circulate the draft letter created by the LG EPAC and the form letter on the BCAEM website.

## 6) New Business:

**6a) JIBC Quick Reference Guide:** M. Thompson offered to order copies of the guide for the entire group.

**ACTION ITEM FOR M. THOMPSON:** To check into group pricing.

**ACTION ITEM FOR LG EPAC Members:** To contact M. Thompson with order numbers if they are interested.

**6b) Declaration of Local Emergency Procedures:** There was discussion that the procedures were

completed eight months prior and the LG EPAC had only recently received them. EMBC replied that it was an administrative oversight and there are very few changes to the procedures.

**6c) Contact Lists:** S. Jansen is developing a regional contact list and will try to have a draft completed by the next meeting.

**6d) Tsunami Mapping Update:** The first phase of the project is almost complete and T. Whiting is waiting for a response from the consultant. M. Thompson informed the group that CFB Esquimalt will be installing tsunami warning sirens in the fall and that it would be beneficial to include them in any public messaging discussions to ensure messaging is consistent. The group decided to form a working group to discuss public messaging.

It was **Moved** by R. Johns and **Seconded** by D. Cockle that a tsunami public messaging working group be formed consisting of D. Cockle, J. Grant, B. Henson, S. Jansen, J. LaMorte, R. Johns, M. Thompson, and T. Whiting.

**Motion Carried**

**ACTION ITEM FOR T. WHITING:** To circulate tsunami update information to the LG EPAC when it is received

**6e) REPAC Education Working Group:** The group has requested local EPC contact information and all agreed that M. Thompson may distribute it to them.

**6f) Summer Schedule:** The group will meet over the summer, but will hold focused meetings. The next will address public messaging for tsunamis.

**6g) Roundtable:** Updates were shared.

**7) Adjournment:** The meeting adjourned at 11:18 PM.

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