



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, February 19, 2013 at 09:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Geoff Amy, City of Colwood
Ian Elliott, Capital Regional District
Clare Fletcher, Emergency Management British Columbia (EMBC)
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca EA
Sara Jansen, Capital Regional District (Recorder)
Rob Johns, City of Victoria
Alexis Kraig, City of Victoria
Elaine McCandless, Town of Sidney
Brett Mikkelsen, Town of Sidney
Brigitte Prochaska, Southern Gulf Islands Electoral Area (Teleconference)
John Robertson, District of Central Saanich
Maegan Thompson, Township of Esquimalt
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

Regrets: Dave Cockle, District of Oak Bay
Stephanie Dunlop, District of Metchosin
Brock Henson, District of Saanich
Troy Mollin, Town of View Royal
Steve Sorensen, District of Sooke
Geoff Spriggs, City of Langford
Elizabeth Zook, Salt Spring Island EA

T. Whiting called the meeting to order at 9:35 am.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting.
- 2) **Approval of agenda:** Broadmead Lodge Rapid Damage Assessment (RDA) Training was added to agenda under "New Business."

It was **Moved** by J. Grant and **Seconded** by G. Amy 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 17, 2013):**

It was **Moved** G. Amy and **Seconded** by J. Trelford that the minutes from the January 17, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

- 4) **MIECM Minutes:** The minutes from the January 16, 2013 meeting of the MIECM were discussed.

It was **Moved** J. Trelford and **Seconded** by E. Grant that the minutes from the January 16, 2013 meeting of the Mid Island Emergency Coordinators and Managers (MIECM) be received by the LG EPAC.

Motion Carried

- 5) **Old Business:**

5a) Tsunami Modelling and public information/messaging: T. Whiting provided an update on the

tsunami modelling project. The draft report has been completed and is awaiting feedback from stakeholders. Once complete, the report will go to the April Planning, Transportation and Protective Services Committee. Discussion regarding the source event took place.

ACTION ITEM for S. Jansen: To circulate the draft report to membership.

ACTION ITEM for T. Whiting: To request from AECOM the potential costs for modelling additional source events.

The public messaging working group will meet in the next week to finalize the public education material and a public information release strategy. The group will go over the pamphlet material and frequently asked questions (FAQs) at this time. The possibility of adding the word "immediately" to the logo after "...higher ground or inland" was discussed. It was suggested that the rack card and logo be shown to non-emergency management stakeholders to ensure the intended message is conveyed.

ACTION ITEM for S. Jansen: To complete the pamphlet copy and tsunami modelling FAQ's by the next public messaging working group meeting.

ACTION ITEMS for LG EPAC members: To have all tsunami public messaging feedback to S. Jansen by Friday, February 22, 2013.

5b) Regional Emergency Communications: The group discussed the potential Regional Emergency Tsunami Communications Strategy and the methods of notification and communications being used in the region. The Regional Tsunami Emergency Communications working group will meet to draft an overall strategy to present to the LG EPAC based on meeting feedback.

C. Fletcher gave an update regarding the Provincial Emergency Notification System (PENS) contact list. EMBC is changing their policy to allow two contacts per local government in the system, with an allotment for one each of landline, cellular, and fax numbers, as well as two email addresses for each contact. It was recommended that each local government use a generic email address that is automatically forwarded to all contacts that would need notification. Another recommendation was made to set telephone ringtones specifically for WCATWC alerts.

ACTION ITEMS for C. Fletcher: To circulate a form for local governments to complete in order to update the PENS contact list, and to follow up on protocol for PENS call out and recipient responsibilities.

5c) REPAC: A survey has been circulated to the membership to solicit feedback on potential projects for 2013. The collated responses were discussed. Four REPAC working groups will continue work on their projects in 2013, and these are the Transportation (Disaster Response Routes), Educational Facilities, Recovery, and Exercises (Formerly Health and Human Services). The LG EPAC recommended the additions of public education and social media as project options for the REPAC, with the groups potentially increasing public awareness of Emergency Preparedness Week and ShakeOut BC.

6d) 2013 Work Plan: A summary of 2012 initiatives was provided. The item will be tabled and the group will finalize the work plan at the March meeting to align initiatives with those in the Regional Emergency Planning Advisory Commission (REPAC), whose meeting is next Thursday, February 28, 2013.

6) New Business:

6a) Red Cross Agreement: A Memorandum of Understanding (MOU) and Letter of Agreement (LOA) between the Government of British Columbia and the Canadian Red Cross were circulated to the group for feedback.

ACTION ITEMS for LG EPAC members: To read the documents and send any feedback or questions to M. Thompson who will follow up with EMBC.

6b) St. John's Ambulance: T. Whiting was contacted by St. John's ambulance regarding deployment of resources and was informed that they have three teams of six available for the entire region in any 24 hour period. The organization was inquiring who to call to determine priority response in the region, and the group discussed expectations of the organization. They offered to present at the next LG EPAC meeting and the group accepted.

ACTION ITEM for T. Whiting: To arrange for St. John's ambulance to present at the March LG EPAC meeting.

6c) Media Workshop: The group discussed arranging a workshop in June with local media to discuss the needs of local governments and media during an emergency, and to potentially update the lapsed media agreement. Representatives from local corporate communications departments and the LG EPAC would be in attendance. A framework with potential outcomes will need to be developed prior to the meeting.

ACTION ITEM for T. Whiting: To arrange a meeting with local corporate communications departments and members of the LG EPAC to develop a framework for the media workshop.

6d) Broadmead Lodge Rapid Damage Assessment Training: T. Whiting was contacted by the Broadmead Lodge regarding a RDA course they are hosting on an undetermined date in May. They have nine spots available for the four-hour course at \$40 per person.

ACTION ITEM for S. Jansen: To follow up with Broadmead Lodge and circulate course details to the LG EPAC.

ACTION ITEM for LG EPAC members: To contact S. Jansen if they are interested in attending the course.

6e) Roundtable: Local emergency program updates were given. D. Cockle will no longer be able to take part as the BCERMS steering committee representative. B. Mikkelson volunteered to take his place on the committee.

7) Adjournment: The meeting adjourned at 11:46 AM.

Next Meeting, Thursday, March 21, 2013 at 9:30 am Room 107, CRD