



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, March 21, 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)
Alexis Kraig, City of Victoria
Elaine McCandless, Town of Sidney
Brett Mikkelsen, Town of Sidney
Troy Mollin, Town of View Royal
Brigitte Prochaska, Southern Gulf Islands Electoral Area (Teleconference)
John Robertson, District of Central Saanich
Geoff Spriggs, City of Langford
Maegan Thompson, Township of Esquimalt
John Trelford, District of North Saanich
Elizabeth Zook, Salt Spring Island EA

Regrets: Doug Angrove, St. John Ambulance
Dave Cockle, District of Oak Bay
Stephanie Dunlop, District of Metchosin
Brock Henson, District of Saanich
Steve Sorensen, District of Sooke
Travis Whiting, Capital Regional District

I. Elliott called the meeting to order at 9:33 am.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting.
- 2) **Approval of agenda:** “Help / OK signs,” “Provincial Emergency Notification System,” “Public Safety Lifeline Reimbursement,” and “ESS Quick Reference” were added to agenda under “New Business.”

It was **Moved** by J. Grant 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 (February 19, 2013):**

It was **Moved** G. Amy and **Seconded** by J. Trelford that the minutes from the February 19, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

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

- 5) **Old Business:**

5a) Tsunami Modelling and Public Information/Messaging: An update was provided and messaging materials and timeline discussed. There was general consensus from the group on the direction of the materials. The CRD will print the first run of tsunami messaging rack cards and will be available to local governments prior to release of the tsunami modelling report.

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

It was **Moved** E. Grant and **Seconded** by G. Amy that the tsunami public messaging working group be empowered to make any additional changes necessary to finalize materials for distribution.

Motion Carried

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.

ACTION ITEM for S. Jansen: To re-circulate the draft tsunami emergency communications overview and to draft a tsunami emergency communications protocol based on discussion and distribute to membership.

ACTION ITEM for S. Jansen: To organize a one day demonstration with ConnectRocket and E-Team refresher training for membership.

5c) REPAC: An update was provided on the projects determined at the REPAC meeting on February 28, 2013. The six projects for the year are community disaster recovery, disaster response routes, exercises, educational facilities, public education, and social media.

5d) 2013 Work Plan: Current LG EPAC initiatives were discussed, and the group agreed to continue work on current initiatives.

It was **Moved** E. Grant and **Seconded** by G. Amy to create a standing public education working group that will report back to the LG EPAC.

Motion Carried

It was **Moved** G. Amy and **Seconded** by J. Treford that the PSA, website, and tsunami public messaging working groups be rolled into the public education working group.

Motion Carried

ACTION ITEM for S. Jansen: To follow up with LG EPAC members to determine membership for the public education working group.

5d) Media Workshop: T. Whiting is working with local corporate communications groups and media to organize a workshop to discuss emergency management and media in the region.

6e) Red Cross Agreement: M. Thompson has collated feedback from the LG EPAC and forwarded to EMBC and hoping for an opportunity to meet with EMBC and the Red Cross.

ACTION ITEM for C. Fletcher: To arrange a presentation from the Red Cross at the April LG EPAC meeting.

6) New Business:

6a) Auto-dial Valet: I. Elliott inquired whether the group would be interested in participating in a demonstration from Auto-dial valet that he is arranging.

ACTION ITEM for I. Elliott: To arrange a demonstration with Auto-Dial valet on the same day as the ConnectRocket demo and E-Team training.

6b) Emergency Preparedness Fair and Display: This year's fair will take place on May 5 from 11am to 3pm at the Juan de Fuca Recreation Centre, and will be focusing on public safety as well as emergency preparedness this year.

ACTION ITEM for LG EPAC members: To send any Emergency Preparedness Week events to S. Jansen to update the PrepareYourself.ca website.

6c) Help/OK signs: E. Grant is collating orders for Help/OK signs since they are no longer provided by the federal government.

ACTION ITEM for LG EPAC members: To provide orders to E. Grant by April 15, 2013..

6d) PENS: A spread sheet was distributed to provide EMBC with contact information for PENS. Future changes should be highlighted on the same spread sheet and forwarded to EMBC. Dispatch numbers will be contained separately and should not be included as local government contacts.

ACTION ITEM for LG EPAC members: To complete the spread sheet and forward to EMBC.

6e) Public Safety Lifeline Reimbursement: Mileage has been increased to \$0.51/km and forms have been updated – local governments need to ensure that the new forms are being used.

6f) ESS Quick Reference: An ESS quick-reference guide has been produced by JIBC and is a potential tool for use by emergency programs. They can be ordered directly from JIBC or printed online. JIBC has also produced an application for iPhones that answers ESS questions, and will be available in two weeks.

6e) Roundtable: Updates were given.

7) **Adjournment:** The meeting adjourned at 11:21 AM.

Next Meeting, Thursday, April 18, 2013 at 9:30 am Room 107, CRD