



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, August 15, 2013 at 9:30 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
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (Recording Secretary)
Rob Johns, City of Victoria
Brigitte Prochaska, Southern Gulf Islands Electoral Area
Steve Sorensen, District of Sooke
Geoff Spriggs, City of Langford
Maegan Thompson, District of Esquimalt

Regrets: Stephanie Dunlop, District of Metchosin
Troy Mollin, Town of View Royal
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

I. Elliott called the meeting to order at 9:34 am.

1) **Welcome and Introductions:** Everyone was welcomed to the meeting.

2) **Approval of agenda:** “E-Team Exercise” was added to the agenda under “Old Business,” and “IPREM ConOps Update,” and “Draft REPAC Exercises” were added to “New Business.”

It was **Moved** by G. Amy 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 (July 18, 2013):**

It was **Moved** by J. Grant and **Seconded** by B. Henson that the minutes from the July 18, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

4) **MIECM Minutes:** Minutes were discussed.

It was **Moved** M. Thompson and **Seconded** by J. Grant that the minutes of the Mid-Island Emergency Coordinators & Managers Commission (MIECM) be received as distributed.

Motion Carried

5) **Old Business:**

5a) **Tsunami Modelling Report:**

i. Pamphlets – maps to be finalized, sent to printer, and proofs circulated

ACTION ITEM for S. Jansen: Circulate the pricing for printing of tsunami brochures with maps to the LG EPAC membership.

ii. FAQs – updates have been made as per the working group and updated versions have been posted to the CRD website and the LG EPAC SharePoint site.

5b) Regional Emergency Communications: Updates have been made to EMBC's tsunami notification protocol and clarification has been provided as to the role of the PREOC in media monitoring during an emergency and can be incorporated into the plan.

ACTION ITEM for S. Jansen: To coordinate a meeting of the Regional Emergency Communications Working Group to complete the Plan for presentation to the LG EPAC at the September meeting.

5c) BCERMS: The BCERMS group has recognized that the Four Pillar Matrix is a continuum, there are relationships between the pillars, and that primary content or themes may be contained in more than one category.

ACTION ITEM for S. Jansen: To follow up with EMBC to ensure that BCERMS documents may be shared and posted on the LG EPAC SharePoint site, and to verify the timeframe for completion of a draft document is March 2014.

5d) REPAC: This month's REPAC meeting taking place on August 22 will contain a presentation on ShakeOut by Teron Moore of EMBC.

5e) Regional Sustainability Strategy (RSS): The motion from the previous meeting was relayed to the RSS team and they will advise on how the LG EPAC will be involved in the process. The RSS team has offered to attend an upcoming LG EPAC meeting, and the LG EPAC would like to use this time to develop a framework on how to be involved in the RSS as it progresses.

ACTION ITEM for LG EPAC Membership: To review the two draft policy statements on emergency management for the RSS and provide feedback and expectations to T. Whiting.

ACTION ITEM for S. Jansen: To arrange for a member of the RSS team to attend the September LG EPAC meeting.

5f) LG EPAC Meeting Location: G. Amy volunteered to host the October meeting and M. Thompson volunteered to host the November meeting.

5g) E-Team Exercise: I. Elliott suggested the LG EPAC engage in an E-Team exercise in anticipation of the winter storm season.

ACTION ITEM for S. Jansen: To create and send an E-Team exercise to the LG EPAC membership and arrange for data sharing of the exercise with EMBC.

6) New Business:

6a) EMBC Provincial Training and Exercises Calendar: EMBC maintains a Provincial training and exercises calendar for reference by the emergency management community.

ACTION ITEM for LG EPAC Membership: To send any training and exercise events in their area to Shannon.Krillow@gov.bc.ca.

6b) Proposed Communications Roundtable Meeting: A communications roundtable meeting has been proposed for late September or early October. The membership is in support of the roundtable, which I. Elliott is arranging. G. Spriggs will potentially host in Langford.

ACTION ITEM for G. Spriggs: To follow up on potential dates for the communications roundtable.

ACTION ITEM for S. Jansen: To add the Communications Roundtable meeting to the REPAC agenda and follow

up with G. Spriggs regarding potential dates for the event.

6c) Evacuspots: G. Amy passed along information on practical public art used as evacuation gathering point markers in New Orleans: <http://evacuspots.evacuteer.org/>.

6d) IPREM ConOps Update: The concept and framework of the CopOps document has been endorsed, and Vancouver and Surrey have recently joined the working group. The group is planning an exercise to test the concept in late fall. IPREM is willing to present the ConOps to the LG EPAC in late fall following the exercise.

IPREM is looking into the potential of securing a guest speaker that has been involved in a major emergency to relay their experiences and present to elected official on roles and responsibilities during a disaster. IPREM will keep the LG EPAC informed on the progress for opportunities to attend or host a similar event in the CRD.

6e) Draft REPAC Exercises: I. Elliott has completed two draft exercises that will be circulated to the group for comment and review, with final draft versions presented to the REPAC at the fall/winter meeting.

ACTION ITEM for S. Jansen: To circulate the draft exercises to the LG EPAC membership for review.

7) **Roundtable:** Updates were given.

8) **Adjournment:** The meeting adjourned at 11:17 PM on motion by G. Amy.

Next Meeting, Thursday, September 19, 2013 at 9:30 am Room 107, CRD