



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, September 19, 2013 at 1:30 p.m.
CRD – 625 Fisgard Street – Room #107

Present: Geoff Amy, City of Colwood
Ian Elliott, Capital Regional District
Jeri Grant, Juan de Fuca EA
Brock Henson, District of Saanich
Ryan Hobbs, District of Highlands
Sara Jansen, Capital Regional District (Recording Secretary)
Rob Johns, City of Victoria
Alexis Kraig, City of Victoria
Ralph Mohrmann, Emergency Management British Columbia (EMBC)
Tom Pearse, District of Oak Bay
Brigitte Prochaska, Southern Gulf Islands Electoral Area
Travis Whiting, Capital Regional District

Regrets: Stephanie Dunlop, District of Metchosin
Troy Mollin, Town of View Royal
Steve Sorensen, District of Sooke
Geoff Spriggs, City of Langford
Maegan Thompson, District of Esquimalt
John Trelford, District of North Saanich

T. Whiting called the meeting to order at 1:36 pm.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting. Ryan Hobbs was introduced as the emergency program coordinator for the District of Highlands.
- 2) **Approval of agenda:** “Capital Region Emergency Radio Coordinators Committee” was added to the agenda under “New Business.”

It was **Moved** by J. Grant and **Seconded** by A. Kraig 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 (August 15, 2013):**

It was **Moved** by G. Amy and **Seconded** by J. Grant that the minutes from the August 15, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

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

- 5) **Old Business:**

5a) Regional Sustainability Strategy (RSS): The RSS team will be hosting workshops with key stakeholders, including the LG EPAC, in the 12 policy areas outlined in the document. The timeframe for the workshops has not been finalized, but are aiming for late fall. All workshop findings will be circulated to stakeholders for feedback.

ACTION ITEM for S. Jansen: Re-circulate the 12 policies in the RSS for input from the LG EPAC.

ACTION ITEM for LG EPAC Members: Send any feedback on the policy to S. Jansen.

5b) Tsunami Modelling Report:

- i. Pamphlets – maps have been finalized, proofs are ready for review prior to printing.

ACTION ITEM for S. Jansen: Circulate proofs for approval.

5c) Regional Emergency Communications: The draft plan was discussed and a table top exercise will be conducted at the next meeting to test the plan.

ACTION ITEM for S. Jansen: To draft and circulate a table top tsunami exercise to membership.

ACTION ITEM for LG EPAC members: Send any feedback on the draft document to S. Jansen.

ACTION ITEM for LG EPAC members: Those members opting to participate in the tsunami notification process and communications plan will email S. Jansen one phone number for the initial notification phone call through OneCall Now, and two phone numbers for the follow up conference call.

5d) BCERMS: The BCERMS group is ensuring that terms are clearly defined in the document and information developed by the working groups is available to LG EPAC members for comment.

ACTION ITEM for S. Jansen and A. Kraig: To ensure LG EPAC members have access to the documents via EMBC or LG EPAC SharePoint site and communicate information to the group.

5e) REPAC: The next meeting date of the Commission will be December 14 due to conflicts with Emergency Preparedness week. A table top exercise will be conducted during the first meeting of the New Year.

ACTION ITEM for LG EPAC Membership: To help determine objectives for REPAC exercise.

ACTION ITEM for S. Jansen: To develop exercise scenarios for November LG EPAC meeting.

5f) LG EPAC Meeting Location: G. Amy volunteered to host the October meeting which will be moved to October 24 to accommodate schedules associated with ShakeOut BC drill occurring October 17.

6) New Business:

6a) JIBC Continuing Education Units (CEU): G. Amy provided the group with information on CEU credits that are now available through JIBC for water works, public works, and waste water management professionals that are necessary for certified individuals to maintain their certification. Please see attached documents for details on courses.

6b) Proposed Communications Roundtable Meeting: A one hour communications roundtable meeting take place following the next REPAC meeting. The focus will be on InReach satellite technology.

ACTION ITEM for I. Elliott: To coordinate meeting.

6c) South Island Pet Team Funding Request: This team has requested funding from emergency management in the CRD to provide assistance for the pets of displaced residents. There was a discussion that there are several organizations providing this service in the Region and it may be of benefit to coordinate efforts.

ACTION ITEM for R. Mohrmann: To follow up with Bob Kennedy of EMBC and report to group.

6d) Capital Region Emergency Radio Coordinators Committee (CRERCC): In order to be aware of the activity of the CRERCC, and of other regional groups such as ESS, the minutes from these groups will be

circulated to the membership for review.

- 7) **Roundtable:** Updates were given.
- 8) **Adjournment:** The meeting adjourned at 2:49 PM on motion by B. Henson.

Next Meeting, Thursday, October 24, 2013 at 9:30 am Colwood Fire Hall