Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, February 20, 2014 at 9:30 a.m.
Oak Bay Council Chambers, 2167 Oak Bay Avenue

Present: Geoff Amy, City of Colwood
Steve Cooley, City of Langford
Clare Fletcher, Emergency Management British Columbia (EMBC)
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca Electoral Area
Brock Henson, District of Saanich
Ryan Hobbs, District of Highlands (via teleconference)
Sara Jansen, Capital Regional District (Recording Secretary)
Rob Johns, City of Victoria
Brett Mikkelsen, Town of Sidney
Troy Mollin, Town of View Royal
Tom Pearse. District of Oak Bay
John Robertson, District of Central Saanich
Steve Sorensen, District of Sooke
Geoff Spriggs, City of Langford
Maegan Thompson, District of Esquimalt
Travis Whiting, Capital Regional District

Guest: Dwight Ince, Canadian Forces Base (CFB) Esquimalt

Regrets: Stephanie Dunlop, District of Metchosin
Ian Elliott, Capital Regional District
Alexis Kraig, City of Victoria
John Trelford, District of North Saanich

T. Whiting called the meeting to order at 9:40 am.

1) Welcome and Introductions: Everyone was welcomed to the meeting. J. Robertson from the District of Central Saanich was thanked for hosting the LG EPAC. Introductions were made around the table.

2) Approval of agenda: Dwight Ince was in attendance as a guest to speak to the tsunami sirens that will be installed on the CFB. "Tsunami Siren Update" Was added as item number 5 on the agenda.

It was **Moved** by J. Grant and **Seconded** by E. 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 (January 16, 2013):

It was **Moved** by G. Amy and **Seconded** by J. Grant that the minutes from the January 16, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

4) Other Agency Minutes: The MIECM and REPC minutes were discussed.

It was **Moved** by M. Thompson and **Seconded** by E. Grant that the minutes from the MIECM and REPC be received as distributed.

Motion Carried

ACTION ITEM for S. Jansen: To circulate the MIECM agenda prior to the March 19 meeting to determine LG EPAC attendance.

5) Tsunami Siren Update: D. Ince provided an update on tsunami siren installation at CFB Esquimalt. Due to cost, the project will be completed in phases. They are issuing a Request for Proposal and will have at least one phase in place for 2014. An information campaign will explain the guidelines for use so local communities can determine their own processes if the sirens are actiavated. CFB will not know how far the sound will travel until installation but have completed modelling that will provide an indication.

As part of their information strategy, the Public Affairs Offices will consult with local governments, then other emergency management stakeholder, and the media.

CFB used the CRD tsunami modelling report to create their evacuation zones and decided to use a 5m line across the area for ease of messaging.

ACTION ITEM for S. Jansen: To circulate the CFB Esquimalt evacuation zones to the LG EPAC.

6) Old Business:

6a) Regional Sustainability Strategy (RSS): An update was provided on the RSS. There will be opportunity for additional LG EPAC input into the RSS.

6b) BCERMS Update: The BCERMS working groups have been meeting regularly. The draft Response pillar content in on schedule to be completed for circulation by the end of March. A draft Guiding Principles document has been created and will be circulated to the rest of the BCERMS working groups for comment.

As discussed at previous LG EPAC meetings, the Commission may provide input into the BCERMS process by obtaining a BCeID to access the BCERMS SharePoint sites through A. Kraig or S. Jansen. Any feedback on the documents will be relayed thought working group members of A. Kraig, S. Jansen, B. Mikkelsen or C. Fletcher to the BCERMS group.

6c) REPAC: Elections took place during the February meeting. B. Henson will remain the Chair, with T. Henderson of Camosun College as a Vice-Chair and E. Grant as the appointed Vice-Chair through the LG EPAC.

The Commission confirmed five working groups for 2014:

1. Regional Post Disaster Transportation
2. Situational Awareness
3. Emergency Public Information
4. Educational facilities
5. Community Disaster Recovery

G. Horth will present on Capital Region Emergency Service Telecommunications (CREST) at the next meeting, and a Provincial representative will provide an update on developments in the Lower Mainland.

6d) Regional Emergency Preparedness Workbook: A draft table of contents has been developed by the working group. The table of contents will be organized to coincide with the layout of PrepareYourself.ca to ensure consistent messaging and branding. A draft document will available for review prior to the March LG EPAC meeting. The project is on track for release during Emergency Preparedness week in May.

6e) Regional Telecommunications Plan: S. Jansen is in the process of compiling EOC communication mode surveys. A draft of this document will be available for the March LG EPAC meeting.

6f) 2014 Public Information Plan: A summary of the 2014 public information plan for the LG EPAC was presented. The campaign will launch in May in conjunction with emergency preparedness week and the release of the emergency preparedness workbook. The focus of 2014 will be 26 weeks/tips to emergency preparedness with the culmination of the campaign during ShakeOut BC in October. Each week participating local governments will use social media and websites to promote one tip and residents can

sign up for weekly tip reminders and win prizes for participation. A social media guide will be created for local governments with standard messaging for each week of the campaign. A draft communications plan will be presented during the March LG EPAC meeting.

6g) EMBC Tsunami Workshops: EMBC will be conducting three tsunami workshops in March:

1. March 11, 2014 7:00pm – 9:00pm, Windsor Park Pavilion, Oak Bay
2. March 19, 2014 7:00pm – 9:00pm, Central Saanich Fire Hall
3. March 20, 2014 7:00pm – 9:00pm, 3 – 7450 Butler Road, Sooke

It is the responsibility of local authorities to promote the workshops to residents. Local authorities that do not have a workshop in their area are encouraged to invite their communities to attend other sessions.

6h) Tsartlip Tsunami Awareness Planning Session Invitation: The date of the session has been changed to March 17, 2014, 8:30 – 4:30, #3 Boat Ramp Road, Brentwood Bay, BC. Those local authorities that would like to attend can contact Marc D'Aquino directly: md'aquino@FNESS.bc.ca. Priority will be given to those local authorities adjacent to First Nations land.

6i) Victoria Home Design and Renovations Show: R. Johns provided an update on the show. The booth has been fully staffed and he will arrange set up and take down.

ACTION ITEM for LG EPAC membership: To send workshop and event items to S. Jansen prior to Thursday, February 27, 2014 and to provide any community-specific promotional materials to R. Johns for use at the booth.

ACTION ITEM for S. Jansen: To collate workshop and event items into a hand out for distribution at the show.

7) New Business:

7a) Coordinated Rapid Damage Assessment (RDA) Course (BC Housing): Two half-day RDA Assessment courses are being offered through BC Housing: the first would consist of the standard RDA course, and the second is designed to assist those communities writing RDA plans. The audience would be a combination of building and emergency management representatives. R. Johns inquired whether the group was interested in attending these courses if he coordinated delivery for April. All local governments at the table are interested in attending.

ACTION ITEM for R. Johns: To confirm cost, and potentials dates and locations for the course.

ACTION ITEM for LG EPAC: To send estimated course attendance numbers to S. Jansen.

7b) Emergency Notification Systems (Regional): There was discussion on mass notifications systems and there was in interest to investigate the possibility of a regional emergency mass notification system or service. A working group was formed consisting of R. Johns, S. Jansen. M. Thompson, B. Henson, J. Grant, and G. Amy.

It was **Moved** by R. Johns and **Seconded** by E. Grant that a working group be formed to explore the idea of a mass notification system for the Capital Region.

Motion Carried

7c) March LG EPAC Meeting – Date Change: The membership will still meet on March 20, 2013.

8) Roundtable:

8a) LG EPAC Meeting Location: The next meeting will take place at the CRD, 625 Fisgard Street

9) Adjournment: The meeting adjourned at 11:10 AM on motion by M. Thompson.

Next Meeting: Thursday, March 20, 2014 at 9:30 am, CRD, 625 Fisgard Street, Room 107