



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, April 17, 2014 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Geoff Amy, City of Colwood
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca Electoral Area
Ryan Hobbs, District of Highlands
Sara Jansen, Capital Regional District (Recording Secretary)
Rob Johns, City of Victoria
Alexis Kraig, City of Victoria
Brett Mikkelsen, Town of Sidney
John Robertson, District of Central Saanich
Steve Sorensen, District of Sooke
Geoff Spriggs, City of Langford
Maegan Thompson, District of Esquimalt
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

Regrets: Stephanie Dunlop, District of Metchosin
Brock Henson, District of Saanich
Troy Mollin, Town of View Royal

T. Whiting called the meeting to order at 10:10 am.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting.
- 2) **Approval of agenda:** 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 distributed.

Motion Carried

- 3) **Approval of previous meeting minutes (March 27, 2014):**

It was **Moved** by S. Sorensen and **Seconded** by J. Trelford that the minutes from the March 27, 2014 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

- 4) **Other Agency Minutes:** No minutes available to discuss.

- 5) **Old Business:**

5a) Tsunami Communications Exercise: An exercise took place prior to the start of the meeting to test the Regional Emergency Communications Plan for Tsunami Alerts.

ACTION ITEM for T. Whiting: To follow up with 911 Association on role in tsunami notification and to confirm CRD workflow and report back to the membership.

ACTION ITEM for S. Jansen: To follow up with Emergency Management British Columbia (EMBC) on the notification process for tsunami that they forward a summary email of the status of the direct notification system to the membership.

ACTION ITEM for LG EPAC Members: To verify or provide contact information for inclusion in the Regional Emergency Communications Plan for Tsunami Alerts with S. Jansen.

5b) BCERMS Update: The Governance section of the document is almost complete and the Response

section will be finished by the end of the month. Once complete, the document sections will be circulated to working group membership for feedback and then to all stakeholders for additional input.

5c) REPAC: G. Horth will present on Capital Region Emergency Service Telecommunications (CREST) at the next meeting, which will take place on May 1 at the Central Saanich Fire Hall.

5d) Regional Emergency Preparedness Workbook: The content of the document has been completed and is in the design stage.

ACTION ITEM for LG EPAC Members: To verify contact information in workbook and send budget numbers for printing of workbooks to S. Jansen by Wednesday, April 23.

5e) 2014 Public Information Plan: A summary of upcoming public information events was summarized, including the PrepareAthon, associated Public Service Announcements (PSAs) the Emergency Preparedness display, and giveaway materials including magnets, Peel n cling emergency contact information sheets, and a 26 weeks to Preparedness checklist.

5f) Auditor General Report “Catastrophic Earthquake Preparedness”: EMBC was unavailable to discuss.

6) New Business: No new business to discuss.

7) Roundtable:

7a) LG EPAC Meeting Location: It was suggested to inquire with EMBC to host the next meeting.

ACTION ITEM for S. Jansen: To follow up with EMBC.

The Victoria EOC will engage in an exercise in May, and the Victoria Tour de Disaster on July 26; LG EPAC members were invited to participate.

8) Adjournment: The meeting adjourned at 11:07 AM on motion by B. Mikkelsen.

Next Meeting: TBD