



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, August 21, 2014 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Geoff Amy, City of Colwood
Peter Ensor, Capital Regional District (CRD)
Clare Fletcher, Emergency Management British Columbia (EMBC)
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca Electoral Area
Sara Jansen, Township of Esquimalt
Brock Henson, District of Saanich
John Robertson, District of Central Saanich
Maegan Thompson, District of Saanich
Travis Whiting, CRD
Rob Johns, City of Victoria
Geoff Spriggs, City of Langford
Steve Sorensen, District of Sooke
John Trelford, District of North Saanich
Tom Pearse, District of Oak Bay

Regrets: Troy Mollin, Town of View Royal
Blair McDonald, Township of Esquimalt
Stephanie Dunlop, District of Metchosin
Brigitte Prochaska, Southern Gulf Islands Electoral Area

1) **Welcome and Introductions:** T. Whiting called the meeting to order at 9:31 am. Welcome and introductions were made.

2) **Approval of agenda:**

It was **Moved** by J. Grant and **Seconded** by G. Amy that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved.

Motion Carried

3) **Approval of previous meeting minutes (July 17, 2014):**

It was Moved by S. Jansen and Seconded by G. Amy that the minutes from the July 17, 2014 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

4) **Presentation – Shawn Carby – Incorporation of Private Practice Health Care in Local Government Response**

Presentation highlighted how private health care professionals could be used to augment the health authority's response and support local municipalities. Feedback was sought from the LGEPAC on whether to pursue utilization of this resource and if so how best to incorporate it into the local response. Group discussion included the potential for local municipalities to help facilitate the process through communication, facilities, and priority/needs assessment however questions were raised around logistics, deployment, licesing, and equipment. Group to have a conversation next meeting to determine next steps.

5) **Other Agency Minutes:**

No other minutes were received.

6) **Old Business:**

6a) **REPAC:** Brief update provided by B. Henson, LGEPAC members to provide communications info through the LG EPAC sharepoint site and complete the situation awareness survey if not already done.

6b) **Regional Telecommunications:** Waiting on updated communications info from some municipalities, Jason to follow up and compile the information collected.

6c) **Mass Notification Systems:** Working group to meet (potentially include Jonathan) and gather information then report back to the group on mobile application capabilities, available features (i.e push notification) and what the current obstacles are (cost, timelines to implement, etc). Based on the background information presented the group will then host a discussion to explore / identify how the app would function and if a decision is made how best to proceed.

6d) **Exercise Plan:** Discussion regarding the need to clarify who is still in the exercise plan working group and identify any additional members who want to join the group.

ACTION ITEM FOR T. Whiting: Reach out to Shawn Carby to participate in the October exercise and draft a tabletop scenario for the group.

ACTION ITEM FOR J. Dales: Circulate the exercise plan to the LG EPAC members

7) **New Business:**

7a) **CRERCC:** To be invited to either the Nov/Jan meeting on an annual basis to provide update on activities to facilitate increased awareness. Need to identify a process for distributing minutes and clarify the reporting relationship.

7b) **Role of Libraries in a Disaster:** Discussion on inviting the new Executive Director of the Vancouver Island Regional Libraries to speak on the role of libraries in Disaster from potential use at reception centers to aiding community recovery through a return to normalcy.

ACTION ITEM FOR T. Whiting: Invite the Executive Director of the Vancouver Island Regional Libraries to speak at a future meeting.

7c) **Resilient Cities:** Group to read through the Resilient Cities resource information for next meeting.

8) **Roundtable:**

8a) **LG EPAC Meeting Location:** The next meeting will take place at the CRD Fisgard Office.

8) **Adjournment:** The meeting adjourned at 11:09 AM on motion by M. Thompson.

Next Meeting: Thursday, September 18, 2014 at 09:30 Room 107, CRD