



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, October 23, 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
Brock Henson, District of Saanich
Ryan Hobbs, District of Highlands
Sara Jansen, Township of Esquimalt
Rob Johns, City of Victoria
Maegan Thompson, District of Saanich
Travis Whiting, CRD

Regrets: Blair McDonald, Township of Esquimalt
Troy Mollin, Town of View Royal
Brigitte Prochaska, Southern Gulf Islands Electoral Area
John Trelford, District of North Saanich
Jim Tweedhope – Town of Sidney
John Robertson, District of Central Saanich
Geoff Spriggs, City of Langford
Steve Sorensen, District of Sooke

1) **Welcome and Introductions:** T. Whiting called the meeting to order at 9:33 am. Welcome and introductions were made.

2) **Approval of agenda:**

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

Motion Carried

3) **Approval of previous meeting minutes (September 18, 2014):**

It was **Moved** by B. Hanson and **Seconded** by S. Jansen that the minutes from the September 18, 2014 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

4) **Other Agency Minutes:**

No other minutes were received.

5) **Old Business:**

5a) **Incorporation of Private Practice Health Care in Local Government Response – Next steps:**
Moved to next meeting, C. Flecher and T. Whiting to report back in November.

5b) **RECAC:** Update provided on the change in process for the working groups. The groups will only form when a need arises and members will not be required to align with any specific group similar to the process followed by the LG EPAC.

LG EPAC member group discussion to reconfirm that at least one local government representative should participate in each working group.

ACTION ITEM FOR T. Whiting: Participate in the next transportation management working group conference call as the local government representative.

ACTION ITEM FOR J. Dales: Include RECAC workings groups as a standing item for LG EPAC members to report back on.

5c) Regional Telecommunications: Draft Regional Emergency Communications EOC Contact Information binder was presented. Discussion around including key external stakeholder EOC information within the document to prevent the duplication of effort by regional programs. Some concerns were raised around the sharing of third party contact information.

ACTION ITEM FOR J. Dales: Contact LG EPAC members for a list of all external stakeholder agencies to be included in the Regional Emergency Communications EOC Contact Information document.

ACTION ITEM FOR T. Whiting: Send out a letter on behalf of the LG EPAC requesting current emergency contact information from the agencies identified by the group outlining the reason for the request on how the information will be used and distributed.

ACTION ITEM FOR J. Dales: Incorporate external stakeholder contact information into the Regional Emergency Communications EOC Contact Information document.

5d) CRERCC: Nothing to report CRERCC meeting takes place next week.

5e) Resilient Cities: Nothing to report.

6) New Business:

6a) ESS Exercise – Purple Haze: Report provided on the upcoming joint regional ESS exercise. In order to increase regional participation a request was put out to the group to encourage ESSDs to lobby their members to attend.

6b) DND Tsunami Siren Update: Tsunami siren to be renamed the mass notification system. An RFP has been sent out to write the notification system protocols and procedures. The DND would like to meet with the LG EPAC prior to conducting a test in January.

ACTION ITEM FOR S. Jansen: Investigate options for DND hosting a meeting prior to the scheduled test for the new mass notification system.

6c) VIEP Conference (Vivian Robinson Award): Reminder given that all emergency program coordinators can nominate up to two volunteers to be recognized. The nomination form can be downloaded at http://www.viepconference.ca/vivian_award.html all forms must be received by Dec 1st 2014.

6d) Facebook Safety Check: Quick presentation was given on the new facebook application safety check which allows users during emergencies to inform friends and family they are safe as well as check on others in the affected area and mark them as safe.

6e) EMBC Update: Update given on EMBC staffing and the earthquake planning initiative. Some concerns were raised around the perceived lack of local government involvement. Discussion around EMBC hosting a half day meeting to present on topics raised (earthquake planning initiative, oil spill response policy and procedures, major event planning and environmental/weather trigger points).

ACTION ITEM FOR LG EPAC Members: Forward any requested topics to be included in the scheduled meeting hosted by EMBC to J. Dales as soon as possible.

ACTION ITEM FOR C. Fletcher: Schedule a meeting (half day to full day) over the next month to present on the topics raised during the EMBC update and requested by the LG EPAC members.

7) **Roundtable:**

7a) LG EPAC Meeting Location: The next meeting will take place at the CRD Fisgard Office, Room 107.

8) **Adjournment:** The meeting adjourned at 11:14 AM motion by M. Thompson.

Next Meeting: Thursday, November 27, 2014 at 09:30 Room 107, CRD