



Making a difference...together

**Capital Regional District
REGIONAL EMERGENCY COORDINATORS
ADVISORY COMMISSION (RECAC)**

**Minutes of the RECAC Meeting held September 11, 2014 at 9:30 am
Capital Regional District, Board Room, 625 Fisgard Street, Victoria, BC**

PRESENT: Jason Austin, Greater Victoria Police Victim Services
Tom Burchill, Langford ESS
Anke Bergner, Capital Regional District
Matt Cawsey, Saanich Police Department
Gregg Clackson, BC Ferries
Ian Crocker, Greater Victoria Harbour Authority
Jason Dales, CRD Protective Services (Recording Secretary)
Keith Davis, Esquimalt ESS
Emily Dicken, Emergency Management British Columbia (EMBC)
Daphne Donaldson, University of Victoria
Peter Ensor, Capital Regional District
Clare Fletcher, Emergency Management British Columbia (EMBC)
Max Fossum, West Shore RCMP
Chris Gordon, Ministry of Transportation and Infrastructure (MoTI)
Dee Govang, Victoria Chamber of Commerce
Eileen Grant, District of Oak Bay
Jeri Grant, CRD, Juan de Fuca Electoral Area
Jim Henly, Victoria Police
Brock Henson, District of Saanich
Cindy Heslop, Township of View Royal Emergency Social Services (ESS)
Sara Jansen, Township of Esquimalt
Rob Johns, City of Victoria
Bruce Kerr, Kerr & Associates
Jim LaMorte, Smart Risk Control
Jennifer McLarty, Emergency Management British Columbia (EMBC)
Todd McVey, Mainroad Construction
Christine Merner, Greater Victoria School District (GVSD)
Ian Millam, Telus Corp
Troy Mollin, Town of View Royal
Kulpreet Munde, City of Victoria
Rupinder Prihar, Ministry of Transportation and Infrastructure
Brigitte Prochaska, Southern Gulf Islands Electoral Area
Justin Reddy, Canadian Forces Base Esquimalt
Maureen Sawa, Greater Victoria Public Library
Brian Slous, The Salvation Army
Todd Smith, Judge Advocate General
Chris Spargo, Victoria Police Department
Maegan Thompson, Township of Esquimalt
David Tunbridge, CFB Esquimalt
Phil Westoby, Western Stevedoring
Travis Whiting, Capital Regional District

REGRETS: Kathy Bakony, Coast Capital Savings
Dave Boudewyn, Capital City Pavers / Island Equipment Owner's Association
Emily Boulter, University of Victoria
Dale Green, Capital Regional District
Krystal Hanson, Vancouver Island Health Authority (VIHA)

Kevin Harley, Industry Canada
Tim Henderson, Camosun College
Gord Horth, Capital Region Emergency Service Telecommunications (CREST)
Byron Loucks, Camosun College
Blair McDonald, Township of Esquimalt
Sue Munro, VIHA
Jennifer Paget, School District 62
John Robertson, Central Saanich Fire Department
Bill Shearer, BC Transit
Jim Simpson, Worksafe BC
Geoff Spriggs, City of Langford
Mike Stith, Department of National Defense
Lindsay Stringer, Ministry of Transportation
Thor Tandy, Unisol Engineering
John Trelford, District of North Saanich
Gordana Vuckovic, Commissionaires
Brooke Westmacott, Ministry of Social Development

1. Welcome and Introduction

Chair B. Henson called the meeting to order at 9:38 am and introductions were made around the room.

2. Approval of Agenda:

It was **Moved** by M. Thompson and **Seconded** by J. Grant that the agenda be approved as distributed.

Motion Carried

3. Approval of previous meeting minutes (May 1, 2014):

It was **Moved** by E. Grant and **Seconded** by J. Henly that the minutes of May 1, 2014 REPAC meeting be approved as distributed.

Motion Carried

4. Presentations:

i. Todd Smith, EMIS Program Manager, Business Services Division, Information Systems Branch, Ministry of Justice

A demonstration was provided on the functionality of E-Team and how it is used by Emergency Management British Columbia (EMBC).

ii. Jennifer McLarty, Social Media and Emergency Management, EMBC

An overview was given on the advantages and best practices for using social media and online communications in relation to Emergency Management Programs.

iii. Emily Dicken, Fire and Emergency Management Education Coordinator, EMBC.

An Update on ShakeOut BC was given including the resources and support available. Local organizations were encouraged to take ownership of an October 16th 2014 ShakeOut BC event by either hosting one for the first time or building upon the work from past years.

5. REPAC Moving Forward

A new working group concept was discussed that would have the working groups only form when required and have each REPAC member participate in one of the groups.

6. Working Group Break-Out Sessions

Membership broke into their groups to discuss projects.

7. Break-Out Sessions Recaps

- a. **Community Disaster Recovery:** REPAC SharePoint site now includes a directory of 93 organizations active in disaster recovery. The group is continuing to work on the Regional Recovery Plan with a focus on how we all can work together.
- b. **Disaster Response Routes (DRRs):** Changing the working group name to Disaster Response Transportation (Transportation Management) to align with the lower mainland group. The group is working on identifying multi-modal transportation routes and establishing a term of reference document to present to local authorities.
- c. **Educational Facilities:** The group has lost some membership but is working on building up their numbers as well as examining the resources available at schools and looking at public education initiatives.
- d. **Public Education:** The group will continue into 2014 with a focus on creating educational materials (brochure) for vulnerable populations.
- e. **Situational Awareness:** There is currently a contact list on SharePoint and the working group is requesting REPAC members fill out the associated survey. The group is also researching information sharing software (possibly regional E-teams) and planning a table top exercise for regional information sharing.

8. Next Meeting:

Meeting Date and Location: The next meeting will take place on November 6th 2014 at the CRD.

9. Adjournment: Meeting adjourned on motion by S. Munro at 11:56 am.

Next Meeting:
November 6, 2014, 9:30 AM
Capital Regional District Board Room, 625 Fisgard Street, Victoria