

SALT SPRING EMERGENCY ADVISORY COMMISSION
APRIL 18, 2011 - 1:00 P.M.
School Board Office at 112 Rainbow Road

Present Commissioners: Vice Chair T. Graham, S. Leichter, B. Francis, J. Newton,
G. Hendren, A. Gamley, D. Murphy, T. Bremner, Chuck
Hamilton

Others: E. Zook (SSI Emergency Coordinator), Kate Merry,
Recorder, I. Elliot

Regrets: N. Pursell

Call to order and notation of quorum

The Vice Chair called the meeting to order at 1:05 PM upon the arrival of a quorum.

1. Adoption of the agenda Motion 13.10

Moved by T. Bremner, seconded by D. Murphy with the note that item 8(b) refers to a letter about Lady Minto Hospital not to the hospital. **MOTION CARRIED.**

2. Adoption of the minutes of February 21, 2011 Motion 13.11: with the correction of the initial in Motion 13.8 from "M" to "S". **MOTION CARRIED BY GENERAL CONSENT**

3. Treasurer's Report: no report in the absence of the Treasurer.

4. Chair's report:

a) Chair's resignation and subsequent filling of vacancy

Vice Chair Tom Graham was nominated by G. Hendren, seconded by T. Bremner. S. Leichter was nominated by T. Graham, seconded by D. Murphy. Nominations were declared closed; T. Bremner offered to act as scrutinizer. The ballots were counted by the Emergency Coordinator and T. Graham was declared elected.

Destruction of the ballots Motion 13.12 Moved by T. Bremner, seconded by D. Murphy that the ballots be destroyed. **MOTION CARRIED.**

Having resigned as Vice Chair, T. Graham assumed the Chair.

Steve Leichter was nominated by T. Graham, seconded by D. Murphy.

Nominations were closed and S. Leichter was declared elected as Vice Chair by acclamation.

5. POD Programs

The Chair requested that all committee reports be written in advance and circulated one week prior to the meeting.

a) POD Meetings: A. Gamley reported that the meeting on Saturday was successful. The volunteers possess a range of experience. She suggested a

newsletter for POD leaders. B. Francis reported that his meeting was also well attended. J. Newton and he spoke to communications. Questions were raised about radio use. It was noted that a written report of both meetings will be drafted.

Action item: A. Gamley, B. Francis and J. Newton to draft report of two meetings.

Action item: S. Leichter and comm. group to clarify what brand and design of GMRS radio will be recommended.

Action item: I. Elliott to report on what radio equipment is available for discussion at May meeting.

b) Emergency Social Services

E. Zook spoke to this issue. Recruitment is underway. A draft has been prepared for inclusion on the CRD website including a street finder. E. Zook expressed her concern with the name POD.

Action item: E. Zook to post information on CRD website.

Action item: T. Graham to discuss initiatives with SD #64 Health and Safety Committee.

6. Emergency Coordinator's Report

a) EOC updates

E. Zook reported that equipment has been ordered based on the EOC study from last year. Bad weather has held up progress. Emergency and Evacuation Plans are 2006 versions and need to be current. T. Graham suggested that SD #64 be included in the wildfire exercise in order to develop evacuation procedures.

Action item: all to discuss plans at May meeting.

Action item: E. Zook to send out prospective dates

Action item: T. Graham to act as contact person with SD# 64 regarding buses as evacuation platforms.

b) Emergency Social Services

There are 25 volunteers to staff 3 reception centres. The Southern Gulf Islands Emergency Social Services director has been helpful. Training on higher levels will be undertaken. The need for a position of Emergency Social Services Director was noted. I. Elliott noted that this was a matter for the planning meeting in May.

Action item: E. Zook to send requisition for supplies with a month

Action item: All to discuss ESS Director at May meeting.

Action item: E. Zook to prepare paper regarding ESS Director as soon as possible.

7. New Business

a) Recognition of contributions of Pat Donnelly Motion 13.13

WHEREAS, Patricia Donnelly is stepping down from her position as Salt Spring Emergency Management Chair position:

NOW, THEREFORE BE IT RESOLVED, that by adopting this resolution, the Salt Spring Island Emergency Management Commission does hereby

commend and whole-heartedly thank Patricia Donnelly for her dedication and hard work and wishes her well on her future endeavors.

MOTION CARRIED

Action item: T. Graham to send letter to Patricia Donnelly.

Further recognition I. Elliott indicated that there also is available a certificate available.

Action item: I. Elliott to arrange certificate and bring to next meeting for signature of CRD Director.

b) Clarification of meeting frequency

The Commission will meet every second month, with additional meetings as required. The planning meeting will be held in May and a dedicated budget meeting will be planned when required. The time will remain 1-3 PM with this decision revisited in January. J. Newton noted that it is a good practice to advertize the meeting. S Leichter noted that the minutes and agenda for meeting are posted on the CRD website. A link between the governance aspect of the CRD website and the operations for this commission will be considered at the May meeting. Time and locations of regularly scheduled meetings can be sent to local media.

Action item: all to consider link between agenda and minutes as posted on the CRD website for governance purposes with operational aspect.

Action item: T. Graham to send a reminder and suggested topics for media articles.

c) Press Release Protocol: D. Murphy read the media spokesperson policy from the December 22, 2010 meeting. It was noted that an appointment need to be made. A. Gamley was appointed as assigned media spokesperson for the Commission for the balance of the calendar year.

d) Planning: G. Hendren encouraged the planning piece. In reviewing the planning process, the Commission must determine if it is moving forward as needed.

Action item: All to consider at meeting in May.

e) Composition of members of EMAC, sectors and individuals

G. Hendren noted that it must be determined what expertise is required in the Commissioners. These appointments are made by the CRD Director and he wished to insure that the necessary parts of the community are represented. It was noted that persons with specific expertise can be invited to meetings as needed. The name of the group was clarified as the Salt Spring Emergency Advisory Commission.

Action item: S. Leichter will locate policy regarding community representation on the Commission.

f) Community Outreach: report tabled in the absence of N Pursell.

E. Zook noted that plans are heading for emergency preparedness. week. While nothing happened during the official week, much activity took place before that week. It was noted that the level of public knowledge about the Commission and its mandate and objectives is fairly low. It was noted that information should go to the Chair and them out through the Media Spokesperson. Concerns were expressed that the local telephone

directory no longer carries emergency information. This may be corrected this year.

Action item: D. Murphy will send documents regarding emergency preparedness that is circulated to VIHA employees to T. Graham.

Action item: any information sent to the public will go first to T. Graham and then to A. Gamley.

Action item: E. Zook will contact the Lions Club and confirm inclusion of emergency information in the directory

8. OLD BUSINESS

a) Transportation Commission

S. Leichter attended the meeting but the Commission's concerns about traffic calming were not raised during the meeting.

Action item: T. Graham to determine if Past Chair sent letter of support in principle.

b) Letter regarding Lady Minto Hospital Motion 13.15

T. Bremner moved, G. Hendren seconded that the Commission approve the letter as drafted. **MOTION CARRIED**

Action item: T. Graham to send letter.

c) Insurance information S. Leichter reviewed commissioner insurance documents provided by the CRD and concluded that the coverage provided appeared reasonable.

9. Matters Arising

a) Assistance request: E. Zook indicated a need for secretarial help for 5 hours/week over the next month. There are funds in the Supplies and Operating Budget.

Action item: T. Graham will determine if any of the secretaries in the employ of SD# 64 would be interested.

b) Housekeeping: T. Bremner noted the need for distribution of all policies and an on-going chart for actions and tasks. J. Newton requested that the minutes be circulated in one week.

Action item: T. Graham will send and action point template from SD#64 to K. Merry

c) The next meeting will be May 30, 2011 from 1-3 PM in the Board Room of the School Board Office.

d) Membership on the Commission: G. Hendren sought clarification as to current members of the Commission.

Action item: E. Zook will send a list of current members of the Commission to K. Merry.

10. Adjourn

The meeting adjourned at 3: 15 PM.