

**SALT SPRING ISLAND ELECTORAL AREA EMERGENCY PROGRAM ADVISORY
COMMISSION (SSIEAEPAC)
May 30, 2011 - 1:00 P.M.
School Board Office at 112 Rainbow Road**

Present Commissioners: Chair T. Graham, S. Leichter, J. Newton, G. Hendren, A. Gamley, D. Murphy, I. Elliot, T. Bremner, G. Jenkins, I Elliott, C. Hamilton

Others: E. Zook (SSI Emergency Coordinator), Trevor Hutton (Deputy Coordinator), Kate Merry, Recorder

Call to order and notation of quorum
The Chair called the meeting to order at 1:01 PM.

1. Approval of Agenda

The agenda was adopted as circulated by general consent, with a note that planning would be the major task of this meeting

2. Adoption of Minutes of April 18, 2011: Motion 13.16

Moved by G. Hendren, seconded by J. Newton that the minutes of the meeting of April 18, 2011 be adopted as circulated. **CARRIED**

3. Treasurer's Report

In the absence of the Treasurer, there was no report. It was noted that the position of Treasurer is no longer a Commission function. I. Elliott noted that the CRD could provide a macro report and summary document by the 10th of each month and send it to the Chair.

Motion 13.17 Moved by T. Bremner, seconded by S. Leichter that budget information be sent to the Chair from I. Elliott Deputy Emergency Manager. **CARRIED**

The Chair will circulate the financial information at his discretion. Based on the date of the availability of the financial information, the Commission will meet the third Thursday of the month, bimonthly. The next meeting will be June 16, 2011.

4. POD Program

E. Zook noted aspects relevant to planning. The target for signing up the community is the end of the year. CRD Director Hendren inquired if more resources were needed. He noted that the budget process begins in August and is finished by November.

The Commission agreed that the services of a secretary for approximately 10 hours per week will continue to the end of the year.

The Commission discussed the communication aspects, including radio communications, of the POD.

The Chair requested a report with an evaluation of options for the next meeting.

5. Planning

All members of the Commission were asked to send their thoughts on a Vision Statement and a Mission Statement to the Chair by June 6, 2011. The Chair will circulate these and any relevant information from the bylaws. It was noted that Emergency Management and Evacuation Plans required input from the Fire Department, Ambulance Service, Police and Search and Rescue. Plans exist but they need to be harmonized. Existing plans will be sent electronically to the Chair by Ian Elliott.

The meeting recessed at 2:15 PM and reconvened at 2:25 PM.

A Hazard Risk Vulnerability Assessment was done in 1999 and requires updating. The Chair will ask the relevant agencies and determine needs for the SSEAC. The Fire Department may provide a companion document. There is still no Director in place for Emergency Social Services. Three centres are ready to handle any fire emergencies this summer and people have been trained. Some of this group has raised money independently and this raises issues of responsibility. A job description for the position of Director must be drafted. Ian Elliott will send Schedule A for the Southern Gulf Islands to Director Hendren.

The Chair recognized the hard work of Elizabeth Zook in responding to the need for readiness this summer's fire season and thanked her for her efforts. The necessity for a back up, trained person was noted. S. Leichter volunteered to help if needed. It was noted that the Emergency Coordinator and Deputy Coordinator should inform the Chair if they are unavailable.

Public Education and Awareness

It was noted that A. Gamley is the person for communications and press releases.

Emergency Operations Centre

S. Leichter reported that the equipment is now up to date. There is a good core group of people.

E. Zook will forward a report on the wildfire tabletop exercise.

It was noted that a budget subcommittee will be struck at the next meeting.

6. Adjournment **MOTION 13.18**

Moved by G. Hendren, seconded by J. Newton that the meeting adjourn at 3:16 PM.