

**SALT SPRING ISLAND ELECTORAL AREA EMERGENCY PROGRAM
ADVISORY COMMISSION
July 21, 2011 - 12:30 pm -2:30 pm
School Board Office at 112 Rainbow Road**

Present Commissioners: Chair T. Graham, G. Hendren, D. Murphy, A. Gamley, B. Francis, I. Elliott, E. Zook, T. Bremner, Leah Ashford (Recorder)
C. Hamilton (present for latter half of meeting - see notes re quorum)

The Chair called the meeting to order at 12:40 pm noting that a quorum could not be declared. The meeting with permission of the CRD Director would continue without motions and would only include actions to staff. Minutes would be called "notes". Any items that require voting would be carried out at the next meeting. (Once C. Hamilton arrived, motions were made thus minutes begin with Agenda item 3).

3. Chair's Report

The Chair reported that the meeting would ~~be primarily focused on~~ consist of a presentation and discussion of the ~~d~~Draft ~~p~~Planning ~~d~~Document. He reminded members that the commission must keep in mind that they represent the rate payers on SSI. When ~~budget planning, planning a budget~~ members will need to focus on priorities. He informed members that it would be a good idea to have a "finance sub-committee". Commissioners will be involved first, to determine what is important; second, to contact members of the committee itself; and third, further discuss budget items at the September meeting.

4. Emergency Response and Recovery Plan Collation Project

Discussion of the Collation Project will be covered in the ~~p~~Planning ~~p~~Presentation by I. Elliott and E. Zook.

5. Emergency Program Operational Plan/Strategic Planning

The Draft Emergency Program Operational Plan was up on the screen for reference during I. Elliott and E. Zook's report.

I. Elliott began by mentioning that the commission worked very hard to finalize the draft. He read over the index noting that it covered a comprehensive whole. At the end of process there will be three items: a commissioner book, an operational plan and a work book. These items will be ~~transparent and~~ used to measure progress ~~and~~ make reports ~~and will be transparent.~~

I. Elliott questioned ~~eds~~ why the 2010-2011 Plan is still marked "draft" and wonders if it was passed.

G. Hendren advises that it be brought back and finalized. I. Elliott suggests it be done at the September meeting.

ACTION: T. Graham will send an email out three weeks in advance of the September meeting.

I. Elliott continued on by providing a brief financial report.

I. Elliott and E. Zook continue on referring to the "Prioritization" section of the Plan:

1. *Community Plans: priority moderate. Ian shows the Pender Emergency Program Reference Guide (a large 3 inch binder) and suggests SSI will be at least 2 binders large. He warns that the plans can be a very comprehensive collation of information and not to expect SSI's in the near future for this reason but a format exists for storing information which and states it should be in electronic format (as is Pender's).*

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2. *Emergency Program Guide: High Priority. Process that we're finishing now. There was a road map guide start~~ed~~ing in 1999 but it doesn't look like it was ever accessed ~~(sat on a shelf)~~. G. Hendren asks if a new road map guide needs to be made? I. Elliott suggests the old one be set aside and to go forward from this moment in time.*

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3. *Recruiting, Training and Retention Plan: Priority High. Speaks to volunteer support so constant ongoing process. Volunteer recruitment is one thing but retention is crucial key. E. Zook noted that volunteers exist in all aspects of the program; ~~can~~ but retention has been a be a challenge; ~~constantly the door is swinging. In r~~ Recruitment mode now but don't want to lose current volunteers. Training and recognition need to be built into the plan and retention needs to be addressed. ~~Need training and recognition built in; would like something in place on retention.~~*

G. Hendren wondered if succession planning was being factored in. I. Elliott acknowledges succession ~~definitely~~ needs to be factored in.

ACTION: Commission Chair updated the Pplan directly at that moment to and added succession planning to Index 3: "Recruiting, Training and Retention" became "Recruiting, Training and Retention and Succession Plan, Volunteer Recognition"

B. Francis commented that ~~he feels~~ training is the most important part of retention.

I. Elliott mentioned that the largest volunteer support is in the POD program so they will take a lion's share of the resources ~~so therefore they~~ should be able to provide support for training.

T. Graham confirms a bit of money can be set aside for recognition.

D. Murphy acknowledges a lot of ESS training taking place and wanted to know if there is an expectation for the new ESS Director position to take on the role of overseeing these kinds of functions. ~~It was s~~uggested ~~eds that~~ money be set aside for this type of education and training.

E. Zook responded that the ESSD position is ~~being currently being advertised~~ applied for now; ~~and~~ agrees the budget would need to support training ~~for courses.~~

D. Murphy and E. Zook will address are going to talk later about training courses (where offered and whose offering them).

I. Elliott proposed that the ESSD position be filled by September; and that ESS training should take place after that ~~spring from that.~~

4. *HRVA Update and Supplementing of Island EOC with Divisional Community Coordination Centres (CCCs):- Priority Low*

5. *Emergency Exercise Plan and Schedule: Priority: High*

I. Elliott mention~~ed~~s that the Action Plan comes out of the Operational Plan; EOC training, ESS Reception Centre training. A specific interdisciplinary plan would come in September with budget attributed to it.

E. Zook state~~s~~ ds there will be more than 6 exercises ~~(since Ian sees~~ POD training exercises to be are included)

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D. Murphy asks because POD leaders are important that they be brought to a Commission meeting to introduce themselves ~~and for gathering input.~~

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E. Zook advises that there a lot of leaders; 35 successfully attended a working POD Leaders ~~M~~meeting and numbers are approaching 50. I. Elliott add~~ed~~s that ~~at that session~~ Fire Chief, T.

Bremner, ~~provided~~ conducted an information session on Wildfire; ~~it was held at Harbour House Hotel; food provided; -that it was a very nice event that~~ created a real positive vibe and ~~that it~~ should be an annual or bi-annual event.

6. Public Education and Awareness Plan: Priority: High

I. Elliott stated that neighbourhood preparedness is the foundation of the program. Multi-media is already occurring (print, radio, article Wildfire symposium). ~~Very successful up to now.~~

G. Hendren asked if there has been any talk of social media (facebook, twitter).

E. Zook advised that ~~email added and accepted noting that~~ a lot of older citizens are not interested in facebook ~~and or twitter so as move forward cautiously may incorporate it, therefore~~ careful consideration will need to occur when incorporating social media into the plan.

Communication policy is currently being worked on ~~now.~~ Problem An issue with facebook/twitter is that people have to "go to" these forums.

B. Francis stressed that what is important is communication alternatives in an emergency situation is important (eg. text messaging can be effective). There is a need for this issue to be addressed and basic needs are to be decided upon. ~~Concern about this being addressed and the need to decide what basic needs are.~~

I. Elliott commented that there is currently a lot of options in place and process is forward thinking.

7. Fire Smart Program: Priority: at discretion of Fire Chief

B. Francis wanted to know who he would go to in event of evacuation.

I. Elliott advised that options included Fire service, Police Service, SAR and any other gov't agencies.

E. Zook ~~took this opportunity to then~~ talked about process. Waiting for The CRD is developing POD maps that for responders ~~can't~~ look at ~~se and an~~ agreement will can be made about where evacuation points what it should be. One is map will show routes and other will show is assembly points. ~~Mapping system being uploaded as we speak and evacuation process can be determined. (can't expect a POD leader to have to contact up to three different agencies). Goal that in~~ time evacuation routes will be determined for each POD.

8. General Insurance for Support Responders: Priority: High

I. Elliott comments that currently any volunteer(s) (POD Leaders, Neighbourhood leaders) must sign a volunteer form ~~to which E. Zook adds that currently in place.~~

I. Elliott says two forms should be used: privacy and protection schedule and volunteer authorization which E. Zook expresses concern over the current form that incorporates both approved by Travis White inge not being enough to satisfy I. Elliott's criteria for two separate forms. She does not want this affecting Volunteer participation by having to ask them to go back and sign new forms.

B. Francis comment eds that it is important that all volunteers, particularly senior volunteers know what insurance coverage they are entitled to. ~~this is of great concern to him to the point that not being insured could result in him taking action against the CRD. Very important, obviously, that volunteers, particularly the many that are seniors, know that they are covered.~~

ACTION: Direction to sStaff is to verify POD Volunteer Authorization form. I. Elliott will clarify general insurance coverage. I. Elliott and will supply an electronic version of insurance coverage protection booklet for T. Graham to distribute to commission members. E. Zook to make sure current Volunteer Authorization is the one that is used during this verification process.

C. Hamilton arrives at which point Chair declares a quorum.

1. Agenda: Motion 13.26

Moved by G. Hendren; seconded by D. Murphy that the agenda be adopted as circulated.

CARRIED.

2. Minutes: Motion 13.27

Moved by G. Hendren; seconded by D. Murphy that the minutes of the meeting of June 16, 2011 be adopted as circulated. **CARRIED.**

3. Correspondence

No correspondence.

5. Emergency Program Operational Plan/Strategic Planning (continued)

Meeting continued on with discussion of *Emergency Program Operational Plan*:

9. Occupational Health and Safety Plan: Priority: High

I. Elliott stated~~s~~ that this ~~P~~plan provides ~~instructions defining~~ “thinking points” ~~regarding~~ for example “wear personal floating device” (lifejackets); what not to do when administering first aid (wearing protective gloves for example).

10. Long Range Volunteer Staffing Plan

I. Elliott stated~~s~~ that SSI has the largest group of ~~v~~Volunteers and that E. Zook should be commended for this success; ~~already touched on importance of succession planning earlier in meeting.~~

11. Electoral Area Emergency Responder Transportation Plan: Priority: High

I. Elliott mentione~~d~~s that the there are three areas; ~~The areas are s~~outhern ~~g~~ulf ~~i~~lands, Juan de Fuca and Salt Spring Island ~~on its own.~~

12. 2012/2013 Budget Development Process Plan - 5 year forecast: Priority: High

I. Elliott stated~~s~~ that it is a Provincial requirement that there be a ~~five~~5 year forecast. ~~It is in development and will be available to look at in September. Every department does a five year trending report. It's a five year trending report that every department is working on right now.~~

13. Electoral Area Communications Plan: Priority: Moderate

I. Elliott ~~is mentions that~~ working on getting a better radio.

ACTION: T. Graham ~~updated adds text directly to~~ the text of the Operational Plan: “POD Communications Plan”

~~It was acknowledged that communications and evacuation routes are equally important. E. Zook notes that she appreciates communications getting emphasis but that evacuation is just as important. C. Hamilton reasons that communications is more wide ranging than evacuation (not~~

~~less important; just covers more scope); and that a good backbone exists now.~~

I. Elliott concludes that communication plan already in place but ongoing.

14. Electoral Area Administrative Plan: Priority: High

~~SSI is not being charged financially for the EA Administrative plan and there is a line item in the budgeted every year for this type of work. E. Zook is working with CRD/Sara Jansen/Cindy Patton on digital mapping and inventory management. I. Elliott states that not charging SSI for it; there is an allocation in budget each year to cover off this work. Digital mapping, inventory, management year to year. Cindy Patton currently working with E. Zook on this.~~

15. SummarySection

(No comments here.)

16. Appendix 1: CRD SSI Emergency Program "Support Team Budget Estimating Worksheet"

~~I. Elliott stateds this form is created simply as a way to collate idea(s) on a form but use is not mandatory. (it doesn't have to be used...he states ideas could come forth even on a foolscap sheet paper for that matter).~~

Discussion regarding Maps:

~~E. Zook and responders are to meet with mentions here that it is time for responders and her to sit down with I. Elliott to determine how to advise the community.~~

~~C. Hamilton mentions that it was SAR who developed core map that all agencies have and that his interest is for a map for SAR to use for searches; evacuation for PODS on other hand should have maps on how to get out but they can change in a heartbeat. Basic core info is what is needed.~~

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E. Zook's concern is that all these maps be combined and asks how to do this.

T. Graham stated there is a need to determine a process to layer these maps and allows conversation to continue.

I. Elliott noted ~~comments~~ that Pender has topographic maps that first responders liked but that POD members found them too busy. Suggesteds need for two companion maps.

~~A. Gamley comments that she is finding that all PODS want different info but from her perspective she would like as much access or as little info as they need but would like to know as much as possible; access to all information to determine what need is appreciated. (NEEDS TO BE REWORDED)~~

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~~B. Francis commenteds that from his perspective he wants same info as another (another what?) and that he can identify his own POD'sS evacuation route when time comes.~~

~~C. Hamilton suggests that there is no need to know all evacuation routes for PODS; SAR will decide which route they will use to access subject/incident., SAR looks at info that SAR needs and they'll decide which way they're coming in to get you.~~

B. Francis expresses concern that he may not be able to rely on SAR ... too stretched.

E. Zook interjects that the EOC is getting there ~~and by By 2012, in her mind for eg.~~ 25% of evacuation plans will be ~~completed. done.~~ E. Zook Likes I. Elliott's ~~an's~~ suggestion that two companion maps be created.

~~G. Hendron asks where the maps are stored?~~

~~E. Zook respondeds that individual POD maps are being created and will be stored in the EOC and will be distributed to responders and POD Leaders. Agencies may also receive the maps. Maps will not be accessible via the website to protect people's privacy. Maps will also be uploaded to ETeam (electronic/virtual EOC), making maps and information accessible to program participants. s that each POD has individual maps being created. Map lands in EOC, Responders and POD leaders ...not on a website because it's people's private property.~~

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~~Agencies will receive them. One place putting it is E Team (electronic/virtual EOC). They're being uploaded into that system. Can pull off map and have information available.~~

Meeting returns to discussion about Appendix 1:

I. Elliott explains ~~eds how it works;~~ that it is ~~also~~ used to help gather data; ~~(used~~ as an estimating document ~~for POD's); use for PODS; allows you to estimate;~~ rationale is there behind a particular request; you can refer back to a paper/electronic copy.

Chair suggests that the form start being used now for communicating concerns/ideas.

I. Elliott stated ~~that the Plan is in a generic form and then asked s that this concludes reporting of the Plan in its generic form and turns over reporting to~~ E. Zook to talk about challenges and opportunities she has faced.

~~Ian: that concludes Plan in its generic form.~~

Chair thanks both I. Elliott and E. Zook for the Plan. ~~(unnecessary for minutes)~~

E. Zook's ~~states that she has~~ three main priorities ~~are: right now:~~ the critical POD Program, the ESS Program and ~~then~~ the Emergency Plan itself. Where she struggles is with the Emergency Exercise Program (set up training or you'll lose them; radio comms training already up and going, recruitment is continuous, training in first aid for next year because everyone has an interest in it). The POD recruitment is moving into teams (comms, first aid, light search and rescue); moving the POD program forward in this way. Five year planning ~~includes~~ ~~volves~~ evacuation.

~~Regarding ESS: The Chair asked the status of hiring the ESSD; hiring of an ESSD taking placed the CRD's part of the process has been initiated. doing Participating in~~ a fall fair so there will be another training session in the fall. Planning to go to Beaver Point so ~~if can get~~ an ESSD ~~in it~~ will move the program through a lot faster.

~~Chair asks where at with hiring of an ESSD.~~

~~I. Elliott reports that the CRD part of the process has been initiated.~~ E. Zook commented ~~eds~~ that ~~hiring~~ the ESSD ~~hiring~~ would likely double the volunteer placement by next year.

~~Regarding EOC: E. Zook state~~ ~~ds~~ that the EOC is ~~already~~ up and running. ~~in terms of its facility,~~ ~~e~~ Extra teams are being identified. Building a logistics team and e-team for example (ten people), EOC is set in that sense. Back up determined: verbal agreement with SAR that they'll be back up.

~~C. Hamilton comments that there's a need to get a box of forms and store it in EOC office.~~

~~E. Zook responds that everything is old (a checklist on a clipboard); h~~ have to get back into an EOC level 1 training; more formal training in January. By fall ~~three~~ ~~3~~ or ~~four~~ ~~4~~ more people involved. ~~(NEEDS TO BE REWORDED)~~

C. Hamilton suggests two boxes of forms (one for command centre and one for SAR)

E. Zook states there is a need to develop another Deputy for the Centre.

6. Matters Arising

Emergency Coordinator Position

B. Francis ~~asked if wanted to talk about budget...general question...Do~~ we need to change the existing contract with the SSI emergency coordinator position to better serve the emergency program including the PODs?

~~Chair acknowledges the value of this question and that this needs to be discussed.~~ The chair stated that we will not get everything we want this year but we will likely grow as the program grows. The Coordinator ~~to support~~ing for the POD program is important.

E. Zook thanked Leah Ashford for her assistance and expressed appreciation for being given the support. ~~L. Ashford informed commission members that she was moving on to a permanent employment opportunity with the School District.~~ The secretarial support will have to be addressed. ~~L. Ashford thanked Elizabeth for the learning experience; opportunity to work with such a committed person in a crucial program.~~

D. Murphy wanted to know if ~~(Appendix 1)~~ should be used to request funds for SSI Emergency Coordinator ~~C~~contract. E. Zook states need to ask "what is the program doing", is it moving forward, it's a positive program; don't know what to say...if not doing increase this year are you sending out a message that not needed for the next five? or four years beyond?

A. Gamley expressed she feels like the POD program has progressed so much since E. Zook's arrival.

6. Matters Arising (cont'd)

Shake Out

D. Murphy remindeds members about the Shake Out event happening aAt 10:20 a.m. on October 20, 2011.

~~Within~~VIHA's plan is to do a lot of communication/info with patients/staff. Lady Minto will likely participate. so aware; asks if Can VIHA ean assist the eCommission (ie. handouts on emergency preparedness-have thousands)?

E. Zook discussed ~~that going to she may~~ do something with the POD program like a comms exercise. ~~Better connections this year so wouldn't mind reminding people it's happening.~~

~~D. Murphy mentioned Lady Minto will most likely also be part of it.~~

Finance Sub-Committee Discussion

Chair Graham wanted to discuss establishing a Finance Sub-Committee. The Committee would serve two purposes: 1) ~~Necessary as~~ a mechanism to establish a yearly budget and 2) to evaluate and report on the regular commission budget reports.

Motion: to create a Finance Sub Committee

G. Hendren commenteds that other commissions have been having "working groups". ~~The CRD~~

~~T. Chair~~ Graham put forward an amendment to the motion

Amend motion: The Commission will form a "Finance Working Group"

Moved by G. Hendren; seconded by D. Murphy that a Finance Working Group" beis created.

CARRIED

~~Working Composition of~~ group: SSIEAEPAC Chair, and Vice Chair S. Leichter ~~indicated~~ will help at last meeting (see item 3 June 16 minutes)

E-Team

D. Murphy asked who as access to E-Team.

E. Zook responded that certain members can add information, some read only; very restrictive because only when a situation happening and some; members of the EOC utilizeis on E-Team.

ESSD Position

I. Elliott recommended ~~a directive~~ that the ESSD position be filled by September 1st; and that the selection committee consist of I. Elliott, E. Zook as well as one~~4~~ to three~~3~~ Commissioners.

Chair announced that the next meeting will be held:
Date: September 15 Time: 12:30 to 2:30 pm

7. Adjournment Motion 13.28

Moved by G. Hendren that the meeting adjourn at 2:38 pm
CARRIED

8. Motion 13.29 to move “In Camera”, that the SSI EAC closed the meeting and move “In Camera” in accordance with community charter part 4, division 3, 90 (1) (a):