

**SALT SPRING EMERGENCY ADVISORY COMMISSION**  
**November 24, 2011 – 12:30 P.M.**  
**School Board Office at 112 Rainbow Road**

Present Commissioners: Chair T. Graham, Vice Chair S. Leichter (Acting Recorder), B. Francis, J. Newton, CRD Director G. Hendren, T. Bremner, C. Hamilton, G. Jenkins, S. Bannister

Others: E. Zook (Emergency Coordinator), T. Hutton ( Dep. Emergency Coordinator), I. Elliot (CRD), Larry Melious (ESSD)

**Call to order and notation of quorum**

The Chair called the meeting to order at 12:35 PM and quorum was noted.

**1. Adoption of the agenda**

Requested additions to agenda: 1) Driftwood Article re: physician workload; 2) Results of meeting regarding snow incident planning; 3) Confirm meeting times and dates.

- Moved by B. Francis, seconded by John Newton to adopt agenda with additions. **MOTION CARRIED.**

**2. Adoption of the minutes of September 15, 2011**

Requested corrections: 1) Item # 4 – Chairs Report – Add “September 15” for clarity regarding reserve funds; 2) Item #7 – New Business – POD should be corrected to be all capital letters.

- **Moved** by G. Hendren, seconded by S. Leichter to adopt minutes with corrections. **MOTION CARRIED.**

**3. Correspondence:** There was no correspondence received this period.

**4. Chair’s report:**

**a) Emergency Support Services Director (ESSD) Position**

After a selection process Larry Melious has been selected as the new ESSD.

**b) Finance Report**

Final reports for October were just received from CRD. It was noted that the Program is within budget with approximately \$12,000 remaining in the current budget. The Chair asked I. Elliott about billed costs noted on the financial reports.

*Action Item – I. Elliott and E. Zook will provide breakdown on billed costs*

**5. Commissioner Positions**

Subsequent to the resignation of commissioner A. Gamley, S. Bannister was appointed to fill the position by the Chair with consent of G. Hendren. Because of the changes in the Commission’s enabling bylaw, current commissioner term renewals were not timely processed by CRD. It was noted that the Chair had previously sent correspondence with names of commissioners Leichter and Newton who will stand for re-appointment. Those up for renewal should receive confirming letters.

*Action Item – E. Zook will confirm commissioner reappointments with CRD.*

## 6. Emergency Coordinator's Report

### a) POD Update

Several POD workshops had been conducted. Research was also conducted regarding first aid and response team training. The Salt Spring Amateur Radio Club conducted a GMRS radio training and workshop for several POD members. The second POD newsletter has been distributed. Mapping and risk analysis has been started for review of evacuation routes. There was good participation for Shakeout BC and several stories will be included in future POD newsletters.

### b) EOC updates

Gus Treewater, has resigned after a long term as Deputy Emergency Radio Coordinator. Several members of the Amateur Radio Club have agreed to split up his duties

### c) General Emergency Program Update

i) The Emergency Program secretary was let go due to funding issues arising at CRD. I. Elliott indicated that due to the recent CRD elections the 2012 budget has yet to be approved. I. Elliott indicated that the 2011 budget had not ended secretarial assistance permanently. It was noted by several commissioners that the approved 2011 budget had funds remaining for part time secretarial assistance and that there was also considerable funds elsewhere in the budget to cover the necessary costs. It was noted that secretarial assistance was crucial for the continued growth and development of the POD program as well as other Emergency Program initiatives.

- Moved by T. Bremner and seconded by John Newton that the Commission desires to continue the current arrangement of up to four hours per week for administrative support and to formalize the same in the 2012 budget.

#### **MOTION CARRIED**

***Action Item – Pursuant to the above motion E. Zook to provide appropriate request to I. Elliott to release funding for administrative support. I. Elliott agreed to endorse and attempt to “fast track” the request***

ii) Contract with E. Zook has been signed.

iii) E. Zook attended a conference in Victoria regarding post disaster recovery focusing on New Zealand earthquake.

- S. Leichter noted that it was the practice of the Commission to recognize the departure of key participants to the Emergency Program with resolutions or certificates of thanks. It was requested that recognitions be prepared for Gus Treewater, Amanda Gamely and Garth Hendren who have or will shortly be leaving their positions with the Emergency Program.

***Action Item – I. Elliott will prepare appropriate recognitions and forward to the Chair***

## 7. POD Program Report

Nothing further was added to on this item was covered in Emergency Coordinator's report

**8. Business Arising**

**a) Physician Workload**

A recent article in the Driftwood newspaper reported on physician workload contributing to some physicians considering closing their practice and leaving the island. The Commission will monitor events as it could relate to emergency planning and response.

**b) Snow Incident Meeting**

This item continued to next meeting.

**c) Meeting Times and Dates**

The Chair queried the commissioners regarding general meeting times and dates. It was concluded that the second Tuesday of every meeting month between 12:30 and 2:30 p.m. was acceptable.

*Action Item - Chair will send out to commissioners and staff a yearly meeting schedule*

**d) Agenda Item for Next Meeting**

The 2012 Deputy Emergency Coordinator Position(s)

*Action Item – The Chair will see that a draft job description is prepared and distributed to commissioners for review*

**9. Adjourn**

The meeting adjourned at 2:30 p.m.