

## **SALT SPRING EMERGENCY ADVISORY COMMISSION**

**January 12, 2012 – 12:30 P.M.**

**School Board Office at 112 Rainbow Road**

Present Commissioners: Chair T. Graham, B. Francis, J. Newton, CRD Director W. McIntyre, T. Bremner, C. Hamilton, M. Beardsmore, S. Bannister, D. Murphy

Others: E. Zook (Emergency Coordinator), T. Hutton (Dep. Emergency Coordinator), I. Elliot (CRD), Larry Melious (ESSD) (partial attendance), Kate Merry (Recorder)

### **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**

An error in the date of the last meeting was corrected.

Moved by D. Murphy, seconded by Newton to adopt agenda with correction. **MOTION CARRIED.**

#### **2. Adoption of the minutes of November 24, 2011**

**Moved** by B. Francis seconded by D. Murphy to adopt minutes as circulated. **MOTION CARRIED.**

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

#### **4. Chair's report:**

The Chair reported that the activity of the Commission was detailed in the Annual Report and that he had nothing further to add. He thanked the Commissioners for their persistence and hard work in moving forward the work of the Commission. He introduced all those present and welcomed the new CRD Director, Wayne McIntyre. Director Mc Intyre noted his appreciation of the talent on the island and the willingness of volunteers to work for the community. He noted that he had some experience emergency activities and that he has some framework to appreciate the work on the Commission.

#### **5. Election of Chair and Vice Chair**

The Chair noted that he has a letter from S. Leichter indicating his willingness to serve as Vice Chair.

**Moved** by T. Bremner, seconded by D. Murphy that Tom Graham be elected Chair. **MOTION CARRIED.**

**Moved** by D. Murphy, seconded by M. Beardsmore that Steve Leichter be elected Vice Chair. **MOTION CARRIED**

#### **6. Emergency Annual Report**

E. Zook reviewed the report for the Commission. She noted that the report remains draft until the budget can be included. The financial information is

expected on February 13, 2012. She thanked those who helped with the report, including the radio communications group, Ian Elliot, and Chair Graham.

I. Elliot noted that preliminary figures for the year indicate that of the \$75,640.00 budget, \$65,416.11 has been spent, leaving \$6,223.89 unallocated. Carry over is placed in a reserve account to be used for extraordinary demands. Details of the 4 reserve budgets and opening balances will be available in February. It was queried if a good emergency program could result in insurance savings.

**Action: I. Elliot will bring the query about savings on insurance to the CRD meeting.**

It was queried how reception centres are evaluated. E.Zook noted that there is form from the government PEP. Evaluation is part of a process.

**Moved** by J. Newton, seconded by B. Francis than the annual report be adopted by the Commission. **MOTION CARRIED.**

The Operating Plan was also reviewed by the Commission.

It was noted that the budget must be approved. I. Elliot indicated that this would happen in mid-late February. While the plan is standardized, local input is included. Evacuation plans will be attached as ready.

L. Melious reported that he has been in continuing discussions with the Yoga Centre on Blackburn regarding use of the facility as an evacuation centre. He then left the meeting.

The Chair noted that a partnership with the School District regarding a water purification system may be possible. A working group will be established.

**Action: T. Graham to determine composition of a working group.**

At the May meeting strategic planning will begin and September will see budget review.

J. Newton requested clarification of the terms used. It was noted that there are several terms used: operating plan, work plan, strategic plan among others and that definition of all these would be helpful to allow for clarification of the annual process.

**Action: E. Zook will work with I. Elliot to clarify the language.**

The draft document will be circulated to the Commission.

The Chair noted his reluctance for the Commission to be responsible financially for work done by anyone other than E. Zook.

It was noted that an EOC and ESS are not usually located together.

**Action: I. Elliot will review options and customize requirements**

He confirmed that the Privacy Act applied to any list held by the CRD. This includes email addresses of POD members.

The issue of insurance arose. This is a complicated issue and no resolution was reached. I. Elliot noted that any document produced would be a corporate document and must be vetted by the CRD and the outside insurance provider. While the Chair has incorporated changes approved during discussion, it was decided to defer approval of the Plan until the next meeting, pending completion of Section 24, Budget.

E. Zook requested that any further comments on the Plan be sent to her.

## 7. Matters Arising

B. Francis brought a draft notice regarding removing cars and not parking on roads when snow removal is expected. M. Beardsmore noted that if necessary for snow removal or public safety, cars could be towed.

Commissioner Bremner reported that the Lady Minto Hospital Foundation has approved purchase of automatic defibrillator devices. He also noted that the application of the Fire Department regarding the donated land adjacent to Brinkworthy has been referred with approval by the Salt Spring Island Local Trust Committee to the Agricultural Land Commission.

**8. Adjourn**

The meeting adjourned at 2:30 p.m.