

**SALT SPRING EMERGENCY ADVISORY COMMISSION**  
**March 13, 2012 – 12:30 P.M.**  
**School Board Office at 112 Rainbow Road**

Present Commissioners: Chair T. Graham, B. Francis, J. Newton, G. Jenkins, S. Bannister, S. Leichter, C. Hamilton

Others: E. Zook (Emergency Coordinator), T. Hutton (Dep. Emergency Coordinator), I. Elliot (CRD), Bev Bolton (POD leader), 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**

**Moved** by S. Leichter, seconded by J. Newton to adopt agenda as circulated.

**MOTION CARRIED**

**2. Adoption of the minutes of January 12 2012**

The name of the seconder of the motion to adopt the draft annual report was corrected to B. Francis.

**Moved** by S. Bannister seconded by J. Newton to adopt the minutes as corrected.

**MOTION CARRIED**

**3. Correspondence**

No correspondence was received.

It was noted that neither budget information nor a financial report is available. I. Elliot noted that there has been no provisional budget and nothing will be available from January 1<sup>st</sup> until the budget is adopted by the CRD. He noted that the Commission is authorized to proceed with baseline expenses and those necessary to support volunteerism. S Leichter noted that there has been no increase in the budget requested for at least two years.

**Action: I. Elliot will circulated financial information as soon as it is available.**

**4. Reports**

**a) SSIEC activity report**

It was noted that administrative assistance is also undertaken for about 4 hours per week.

**Moved** by T. Graham, seconded by B. Francis to adopt the Activity Report of the Emergency Program Coordinator for the months of January and February as circulated.

**MOTION CARRIED**

**b) SSIEP 2012 Project proposal (POD maps)**

E. Zook spoke to the proposal for POD Map updates dated March 1, 2012. These maps will indicate current property lines and will be produced one per year. The information will be accessible by the public through the CRD website. B. Francis noted that the actual location of a residence on the property is important to first responders and that if a residence is vacant, it should be so noted. The GIS system is in layers and it would be possible to include POD boundaries as a layer. I. Elliot clarified the use of reserve funds and noted that moneys raised for specific service area must be spend in the service area but that reallocation at the discretion of the CRD Director is very rare.

**Moved** by S Bannister, seconded by B. Francis to accept the proposal “Salt Spring Island POD Map Updates” dated March 1, 2012 and proceed.

**MOTION CARRIED**

**c) SSIEP 2012 Equipment Proposal (Swissphone)**

E. Zook spoke to the proposal Salt Spring Island EOC Communications proposal dated March 6, 2012. In response to a query about the availability of such phones for every POD leader, she noted the cost of \$600 each made that difficult.

**Moved** by S. Leichter, seconded by S. Bannister that the Proposal “Salt Spring Island EOC Communications” dated March 6, 2012 be adopted and that purchase be undertaken.

**MOTION CARRIED**

I. Elliot noted that a group purchase will be arranged through the fire department so that the equipment is identical.

**d) Final 2012 Operations Plan SSI Electoral Area (March 1, 2012)**

E. Zook spoke to the draft 2012 Emergency Program Operational Work Plan dated March 1, 2012. She noted that reports to the Commission will be based on this plan. It was noted that Amanda Gamley is continuing to write the newsletter. It was also noted that care must be taken so that the program does not accelerate past the capacity to manage the plan.

**Moved** by T. Graham, seconded by G. Jenkins that the revised draft 2012 Emergency Program Operational Work Plan be accepted.

**MOTION CARRIED**

## 5. Business Arising

### a) Attachments

**Moved** by B. Francis, seconded by T. Graham that the Commission will determine what additional information will be posted on the website at their meetings.

**MOTION CARRIED**

**Moved** by B. Francis, seconded by J. Newton that the Operational Plan be posted, with the note that this is provisional for the budget.

**MOTION CARRIED**

*Action: E. Zook will forward any required attachments to the CRD for inclusion on the website.*

### b) Emergency Preparedness Week

This week begins on May 8, 2012. The meeting Tuesday of that week will be open to the public and so advertised. IT was noted that some synergy may be created by relevant events that week.

*Action: E. Zook to clarify the dates, to arrange publicity about the week and to advertise the meeting.*

### c) List of Commissioners

J. Newton requested an update list of Commissioners. It was clarified that alternates are not allowed by the by law; observers can attend but not vote. BC Ferries has been invited.

*Action: T. Graham will circulate an update list.*

It was noted that email should go only to the Chair and staff.

Discussion followed about the recent windstorm and when such an event becomes an emergency. It was noted that during a power outage, telephones under the auspices of Shaw have only 4 hours of back up and those under the auspices of Telus are not limited.

*Action: T. Graham will meet with Shaw and Telus regarding this situation.*

A proposal about CREST radios will be brought to the next meeting.

## 6. Adjournment

By general consent, the meeting adjourned. At 2:30 PM.