

SALT SPRING EMERGENCY ADVISORY COMMISSION
July 9, 2013 – 12:30 P.M.
School Board office at 112 Rainbow Rd.

MINUTES

Commissioners Present: Chair T. Graham, J. Newton, S. Leichter, S. Bannister, J. Newton, L. McKay, C. Hamilton, T. Bremner, R. Watts

Others: I. Elliott (CRD), T. Hutton (Deputy Coordinator), K. Merry (Recorder)

Call to order and notation of quorum

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

1. Adoption of the agenda of July 9, 2013

The agenda was amended to include item 7b 2014 Strategic Plan

Moved by J. Newton, seconded by S. Leichter to adopt the agenda as amended.

MOTION CARRIED

2. Adoption of the minutes of the meeting of May 14, 2013

Moved by S. Bannister, seconded by L. McKay to adopt the minutes of the meeting of May 14, 2013 as circulated. **MOTION CARRIED**

3. Correspondence - None

4. Chair's Report

The Chair noted that items 7a and 7b were his primary focus.

5. Emergency Coordinator's Report

June 2013

In the absence of the Coordinator, I. Elliott spoke to her report. The Coordinator has been very busy with integrated data capture that will enable her to create an index of activities. Planning for fall activities is underway. It was queried if there is adequate administrative support for the Coordinator. The CRD Director had agreed to look into this. I. Elliott noted that this is still under consideration and support is available. Suitable support has not yet been found. With the change of Senior Management of the CRD on Salt Spring possibilities will be explored. I. Elliott also noted that it would be beneficial to include the new Senior Manager in emergency work.

6. SSI Emergency Program 2013 Activities

Ian Elliott noted that a recent simulated aircraft crash exercise was very successful. The Chair noted that all goals were met. While the local POD was not notified about this exercise, in the event of a real emergency they would

be informed. R Watts suggested a role of traffic control for the POD. The concept of opening the reception centres during an exercise was discussed.
Action item: Chair to discuss opening Emergency Centre with Larry Melious, ESS Coordinator.

7. Proposed plans

a. 2014 Emergency Program Operational Work Plan

J. Newton noted that there are a number of references that are not specific to Salt Spring that should be specific. I. Elliott noted that this could be discussed electronically and language could be changed.

Action item: J. Newton and I. Elliott to discuss possible changes.

The concept of the eteam was explained as an electronic means of uploading information i.e. an electronic bulletin board. It was noted that the use of the word “team” could be misleading. All information is firewalled and no access is granted except to designated individuals. Each agency can firewall its own information. It was noted that Salt Spring is the first of the electoral areas to post to the site.

Moved by S. Leichter, seconded by J. Newton that the Commissioners receive the document “2014 Emergency Program “Operational Work Plan” as presented at this meeting. **MOTION CARRIED**

b. 2014 Emergency Strategic Plan

This report was received at the last meeting and is on deadline. An accompanying timeline/checklist is not quite ready. It was noted that such an item could be an appendix at a later date. The concept of strategic plans was discussed. The Chair reviewed the priorities

1. SSI Emergency Operations Centre
2. Emergency Management and Evacuation Plans
3. Emergency programs including Public Education and Awareness
4. Volunteer Coordination
5. Mutual support for first responders
6. Commission operations.

The highest level strategic planning occurs at the CRD Board level.

Action item: Chair to create timeline/checklist of priorities that will be added as an appendix.

Moved by S. Bannister seconded by S. Leichter that the document “Salt Spring Island (SSI) Emergency Advisory Commission Strategic Plan 2013-2018” be adopted. **MOTION CARRIED.**

8. Round Table

Commissioners reported that all was well in most areas. It was noted that to maintain interest on a project such as POD over the years budget and activity are necessary. I. Elliott noted that Salt Spring Emergency Plan will be distributed to the Commissioners.

Action item: I. Elliott to ensure plan is distributed.

S. Bannister noted the need for clarification of the liability of property owners whose property is used for emergency evacuation. If this is publicly stated, there are insurance implications. I. Elliott noted that it is not a local government responsibility to create evacuation routes on private property. Once an emergency is declared use of private property is at the liability of the government. It was noted that there is no way to influence insurance premiums. Trail easements may be identified but not routes on private property. An informal community based arrangement is best with word of mouth through the PODs. A local knowledge base will also be the best system for water evacuation because most properties on the shore are privately held.

9. **Business Arising** - none

10. **Date of next meeting: September 10, 2013**

11. **Adjournment**

MOVED by L. McKay, seconded by J. Newton that the meeting adjourn at 2:10 PM. **MOTION CARRIED**