

SALT SPRING EMERGENCY ADVISORY COMMISSION
September 25, 2012 – 12:30 P.M.
School Board Office (112 Rainbow Road)

MINUTES

Commissioners Present: Chair T. Graham, J. Newton, S. Leichter, C. Hamilton, P. Svendson, M. Beardsmore, P. Lake

Others: E. Zook (Emergency Coordinator), I. Elliot (CRD), K. Merry (Recorder)

Call to order and notation of quorum

The Chair called the meeting to order at 12:30 PM and quorum was noted. He welcomed all and introduced Peter Lake, Alternate CRD Director.

1. Adoption of agenda

Moved by S. Leichter, seconded by J. Newton to adopt the agenda as circulated.
MOTION CARRIED

2. Adoption of minutes

Moved by S. Leichter, seconded by M. Beardsmore to adopt the minutes of the meeting of July 10, 2012 as circulated. **MOTION CARRIED**

3. Correspondence - None

4. Chair's Report

2013 Emergency Program "Operational Work Plan"

The Chair explained the necessity of changing the meeting date to allow all Commissioners to have the opportunity to review the Operating Plan and the proposed budget thoroughly. He thanked E. Zook and I. Elliott for their work in drafting the plan. He asked E. Zook to highlight items on the plan. Highlights included:

- POD growth is continuous To expand and include more first aid training and development
- There is to be a functional exercise in Fall 2013 which will include ESS, EOC and the POD program
- ESS to equip and train 6 ESS Reception Centres.

J. Newton noted he has suggestions for corrections of grammar and style for the Operating Plan.

Action item: J. Newton to send the corrections to the Chair.

Ian Elliott reminded the Commissioners that the CRD requires that the Operational Plan and Budget be adopted at this meeting. The process for developing the plan begins in May of each year.

Moved by M. Beardsmore, seconded by J. Newton that the Salt Spring Island Emergency Advisory Commission adopt the proposed Operating Plan dated August 31, 2012.

MOTION CARRIED.

Reserve Accounts Review

The Chair noted that the correct figure for the Operating Reserve Fund is \$20,000, not \$40,000. This was reported incorrectly by the CRD. It was noted that the reserve cannot be used simply at the Commissioners' discretion; each account has specific rules on usage of funds.

I. Elliott pointed out that gathering reserve funds should take place according to a plan. For example, the Operational Reserve account is used during major emergencies/ Should the Emergency program overspend in an emergency, the funds would come from the Operational or CRD Regional. It was queried what would be a reasonable amount to hold in reserve.

(C. Hamilton left the meeting at 1:05 PM).

It may be possible to do a fund conversion on any money deemed surplus. He suggested that the Commission take a good strategic look at their resources.

Action Item: T. Graham arrange a special meeting with the Sub-Finance Committee to review the reserve accounts and to provide a report to the next Commission meeting in November with the purpose of providing further direction.

5. EOC Activities Report

E. Zook noted that there were not EOC Activities within the summer

6. POD and ESS Activities Report

E. Zook noted that...

- ESS: the next ESS Reception Centre exercise will be at Fernwood School and the surrounding PODs will be invited to participate.
- PODS: Evacuation information and maps are on track with a template in place and GIS approval received to move ahead.

7. Project Funding Proposal - project updates

E. Zook noted that project funding is on track and that there is some \$14,000 in the operating account. A communications plan is required before purchasing equipment and she will work with the Radio Club on this.

8. Budget

E. Zook reviewed the 2013 Operational Budget. I. Elliott also provided historical research information about the total budget for the last 5 years.

Action item: I. Elliott to ensure that only \$1000 from this budget goes to the Capital Reserve Fund.

It was noted that if the SSIEAC can partner is the proposed new fire hall; this may represent a savings in rent.

Moved by M. Beardsmore, seconded by J. Newton that the Salt Spring Island Emergency Advisory Commission adopt the proposed budget dated August 31, 2012 as presented to this meeting. **MOTION CARRIED.**

Action item: T. Graham to keep the Commissioners informed regarding any conversation with the CRD Director.

9. Community Activities

E. Zook reported that the 2012 Fall Fair was successful for the Emergency Program. Information about ShakeOut BC will be in the POD newsletter, and on the Salt Spring Exchange.

10. Business Arising - None

11. Adjournment - The Chair declared the meeting adjourned at 2:15 PM.

Date of next meeting: Tuesday, November 13, 2012 at 12:30 PM.