

SALT SPRING EMERGENCY ADVISORY COMMISSION
January 15, 2013 – 12:30 P.M.
Meeting Room at Portlock Park. 154-179 Vesuvius Bay Road

MINUTES

Commissioners Present: Chair T. Graham, J. Newton, S. Leichter, S. Bannister, B. Francis, W. McIntyre, R. Watts, J. Spencer, P. Weston, M. Beardsmore

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

Call to order and notation of quorum

The Chair called the meeting to order at 12:40 PM and quorum was noted.
The Chair welcomed the new alternate, Paul Weston.

1. Adoption of agenda

Moved by S. Bannister, seconded by M. Beardsmore to adopt the agenda as circulated, with the addition of 7b) Membership Terms.

MOTION CARRIED

2. Adoption of minutes

Moved by B. Francis seconded by S. Leichter to adopt the minutes of the meeting of November 13, 2012 as circulated. **MOTION CARRIED**

It was noted that it was important to clarify the amounts in the Reserve Funds.

3. Correspondence - None

4. Chair's Report - None

5. Emergency Coordinator's Report

a) 2012 Final Report Draft

E. Zook spoke to the report and noted that it will follow the usual format with the addition of the outcomes for 2012. There are 40 active PODS and a database is being developed to analyze the stage of development of each POD. Highlights include:

- The Operating Plan is through Stage One.
- Media awareness campaigns have increased and there is an emphasis on readiness to response.
- Ensuring that the PODs continue and that they have the right leaders.
- Monthly planning meetings are being held
- When the POD database is organized perhaps a volunteer coordinator will be able to assist

Clarification was requested as to whose responsibility were certain activities. I. Elliott is responsible for the Occupational Health and Safety Report to be ready by the end of June and the OHS document for all three electoral areas. The CRD has solidified protocols for initial notifications. It was queried why this is in the Operating Plan of the Emergency Advisory Commission rather than that of the CRD.

Action Item: I Elliott to be asked to speak to this question.

B. Francis stated that more emergency first aid training is needed, with more advanced courses made available.

Moved by S. Leichter, seconded by M. Beardsmore that the Salt Spring Island Emergency Advisory Commission receive the draft of the 2012 Final report.
MOTION CARRIED

b) November/December Activities

The Coordinator gave a verbal report and noted

- A Facebook listing is now available.
- There will be a regular column every two months in the Driftwood.
- Winter safe driving tips have been circulated – supplied by Mainroad
- A meeting is planned with Search and Rescue and the Coast Guard to determine water access point.
- Eteam is a software programme intended for first responders.

Action Item: E. Zook to arrange a presentation for the Commissioners about e team.

c) 2014 Strategic Plan Process

It was noted that May is the time to finalize the Strategic Plan.

Motion: **Moved** by S Leichter, seconded by S. Bannister that the Salt Spring Island Emergency Advisory Commission form a working group, chaired by T. Graham to begin work on the 2014 Strategic Plan. **MOTION CARRIED**

Members include: B. Francis and S Leichter.

6. Round Table

E. Zook detailed her further planned meetings and requested any group had news that could be sent to local media.

The oil tank near the Beaver Point Hall is precarious and this issue needs addressing.

The route of information about any potential emergency situation is to the POD, then Facebook, and then to the Salt Spring Exchange. The language in any such message must be precise. A telephone system for the island will be tested though

the CRD that will allow a message to be recorded and then sent to a specific group. The CRD is looking at this for all three electoral areas. Shaw Wi-Fi is available only to their subscribers.

W. McIntyre noted that the room in which the Commission is meeting has a high quality Skype system, should that be useful. There will be major changes at the CRD with personnel leaving and several senior members retiring. The plan to work with the Fire Department to capture the 75 million gallons pumped into the ocean in putting out fires is on hold. A meeting of the working group for St. Mary Lake will take place on January 30th. Informal discussion has taken place with the Fire Department about integration of services.

The Chair thanked those around the table and all those who have worked hard this year. He encouraged the group to send their input for the Strategic Plan. He is working on the reception centres and supplied and their time in to the School District.

P. Watson noted that radio communications are well equipped and up to date.

B. Francis also noted that it is important to ensure the succession of POD leaders. Don Arney a local helicopter pilot has identified 4 emergency landing sites within his specific POD. E. Zook is meeting the Dr. Hugh Greenwood to determine his assessment of the suitability of sites in respect to their geology.

Action item: E. Zook to approach D. Arney about his further help.

J. Newton noted his difficulty in communicating with Mainroad regarding a potentially dangerous road situation on Isabella Point Road.

Action item: J. Newton to write E. Zook detailing this communication problem.

7. Business Arising

A) Generator purchase

Possibilities regarding fuel were discussed. The first generator may go in the Fernwood area.

Motion: **Moved** by S. Bannister, seconded by M. Beardsmore that the Salt Spring Island Emergency Advisory Commission authorize the purchase of one generator unit as detailed in the Project Funding Proposal of January 10, 2013 with the change to two- 5 gallons jerry cans. **MOTION CARRIED**

B) Membership on Commission

B. Francis agreed to serve another term. G. Jenkins will represent the RCMP with M. Beardsmore as alternate.

Action item: T. Graham to ask the Search and Rescue Group and the BC Ambulance who will represent them and to send the information about the members and alternates to the CRD Director as soon as possible.

8. Date of next meeting

The date of the next meeting is March 12, 2013 at the School Board office. The May meeting will be a regular meeting, tentatively scheduled for May 14, 2013 (to be confirmed)

9. Adjournment

There being no further business, the meeting adjourned at 2:15 PM.

Immediately following the meeting S. Bannister agreed to join the Working Group for the 2014 Strategic Plan.