



**CAPITAL REGIONAL DISTRICT'S
SOUTHERN GULF ISLANDS
EMERGENCY PROGRAM ADVISORY COMMISSION**

**Minutes from May 17, 2011 at 0900
Saanich Peninsula Health Unit, 2170 Mount Newton X Road, Saanichton**

Present: Charlie Boyte (Chair), N. Pender; David Rees-Thomas, Saturna; Jeff Francis, Mayne; Tom Darby, Galiano; Bill Jones, S. Galiano; Barbara Grasswick, Saturna;

Staff: Ken Hancock, CRD Director; Ian Elliott, Manager Electoral Area Emergency Programs; Cindy Patton (recording secretary), CRD Protective Services

1. Call to Order

Chair Boyte called the meeting to order at 9:02 a.m.

2. Welcome and Introductions:

The Chair welcomed everyone to the meeting.

3. Approval of Agenda:

Rescue Coordination Centre was added under New Business and Galiano Seismic Assessment was added under Financial Reports.

Motion to approve agenda as amended.

Move – D. Rees-Thomas; **Second** – K. Hancock; **CARRIED**

4. Approval of Minutes of Previous Meeting:

Motion to approve minutes of previous meeting (March 22, 2011) as presented.

Move – B. Jones; **Second** – B. Grasswick; **CARRIED**

5. Business Arising from Past Minutes:

5.1) CRTI Overview: I. Elliott gave an overview of the Federal initiative. The 1st stage was doing a regional risk analysis that was completed in February. A draft report of the analysis will be presented to the LG EPAC on May 19th, 2011. The 2nd stage is a Gap Analysis of the regional risks identified. The 3rd stage (roughly 2012-2013) would be to apply for funds.

5.2) CWPP working group SGI meeting report: A working group meeting occurred on Saturna May 10th. A report will be presented at the next scheduled SGI meeting.

5.3) BC Hydro/Telus meeting: Is in a holding pattern right now. There is a need for direction from the SGI Fire Chiefs.

6. Chair's Report: C. Boyte continues to be busy with communications/emails. He continues to have frequent meetings with I. Elliott and is in regular contact with T. Whiting.

7. Financial Report: Monthly financial summary was discussed.

7.1) Budget Meeting Report: Island by island financial analysis is being conducted. Galiano, Mayne and Pender have been completed, which leaves Saturn and Piers Islands. A draft 2012 budget projections will be presented at the next scheduled SGI meeting in September.

7.2) Galiano Seismic Assessment: Has been completed.

Motion to approve disbursement of funds for Galiano Seismic Assessment.

Move –J. Francis; **Second** – K. Hancock; **CARRIED**

Motion to receive “monthly financial summary” report as presented.

Move –J. Francis; **Second** – T. Darby; **CARRIED**

8. CRD Director's Report: Nothing specific to report. He's very glad the CWPP meeting went well. Director Hancock stated that if there is a surplus in the budget and the 2012 budget is decreased there may be an opportunity to move some surplus funds into a reserve for implementation of the CWPP's. Mitigation funding (possibly from UBCM) was discussed. Also discussed was the consideration of a community partnership to do a 'demonstration project' on mitigation.

ACTION ITEM FOR C. PATTON: To forward T. Whiting's CWPP summary to Director Hancock.

9. CRD Protective Services Report: T. Whiting is absent but sends regrets. I. Elliott stated that T. Whiting is currently very busy with the 911/Fire Dispatch review. I. Elliott also stated that work on the Regional Disaster Mutual Aid is currently on hold.

10. Area Coordinator's, Deputy's and ESS Area Coordinator's Reports:

Motion to receive reports as presented.

Move –D. Rees-Thomas; **Second** – J. Francis; **CARRIED**

The following Area Emergency Coordinators Report Strategic questions were asked:

- 1.) **EOC; maintain a level capability in a virtual form (E-Team) and the ability to assemble a team of trained EOC 3 personnel as required?:** *Succession planning would include identifying people on various islands trained to level 3 or higher to maintain capability. The CRD has 24 people trained to level 3 EOC. 15 people trained in EOC 3, would create shifts 3 deep (ideal).*
- 2.) **CCC; maintain a level 1 enhanced capability on Galiano, Mayne , Saturna, Pender & Piers?:**
Yes
- 3.) **ESS; maintain a level 2 capability on Galiano, Mayne, Saturna, Pender & Piers (Reception Centre capability)?:** *Yes. Level 2 would be sustainable.*
- 4.) **Establish a level 1 ESS capability on Sidney Island, Gossip and James Islands. Enhanced Division 6 capability?:** *The following questions arose:*
 - a. *What level of support do we do on the small islands?*
 - b. *Are we responsible?*
 - c. *Need to include Parker Island?*
 - d. *Need to consider peak times (June-Sept) and absentee homeowners?*
 - e. *Is there a basic response plan?*
 - f. *Some islands have principal populations we need to consider (pre-planning).*

It was stated that a visit to the various smaller islands, to have an awareness discussion, to reiterate the CRD's role and to provide a phone number to call would be beneficial.

5.) Neighbourhood Preparedness Program: maintain the current participation and enhance through a reorganization of the telephone tree system to simplify the call out process. Move from a "telephone tree style" callout to a "linear (phone book style)" callout directory?: *The following points were raised:*

- a. *Cells as opposed to land lines may be the best method of reaching people*
- b. *Absentee homeowners*
- c. *Telephone trees are becoming less efficient*
- d. *Cell phone levies are going to phone carriers not CREST*
- e. *There is no common mapping system yet*
- f. *Maintaining the current telephone tree for now but need to consider future communications (wireless, etc....)*
- g. *Automated messaging – dialing 1 number (an automated system that locates all phones {cells/landlines} in affected area) and send out mass messaging for emergencies (much like the Election calls CRD residents have been receiving).*

ACTION ITEM FOR I. ELLIOTT: To query about automated messaging and prepare a discussion paper for next SGI EPAC meeting (September).

6.) Develop a reverse directory for the SGI. This may combine with above?: *The following points were raised:*

- a. *Ask Telus if they would consider providing an open source reverse directory?*
- b. *Using open source off of Telus directories has FOI issues*
- c. *Possibly use a mail out that says "if you would like to be called in an emergency, please provide phone number to call.....". This would grant permission to be contacted and avoids the FOI issues.*
- d. *Use a web-based application – advertise a website address?*

ACTION ITEM FOR I. ELLIOTT: To explore available technology

7.) Communications; enhance the mobile Comms capability on the Mobile Unit (in process): *There are now identical send/receive capabilities. There was discussion around putting in a 48" LCD screen in the mobile unit in 2012. The issue of cost replacement was then raised (as LCD's are not intended to last very long). A cost analysis to replace will need to be conducted if we go ahead with this.*

8.) Examine the administration support needs regarding Patricia's work to create long term sustainability (should be on contract instead of piece work?)?: *Discussion ensued and the following question was asked:*

- a. *Is this work being done, bargaining (union) unit work?*

ACTION ITEM FOR I. ELLIOTT: I. Elliott and T. Whiting to talk with CRD HQ regarding the work Patricia has been doing and report back to Commission Chair C. Boyte

9.) SAR develop process to wind down the Pender SAIR Initial Response Team and merge with Salt Spring Island SAR. The Pender group is down to 5 members, (3 on Pender, 2 on Saturna). Salt Spring is automatic mutual aid and has 30+ members. Discussion ensued and the following points were discussed:

- a. *What is the best way to serve the client?*
- b. *For large timbered areas, teams will need to be brought in because Fire Fighters cannot respond in case a structure fire happens at the same time*
- c. *We should maintain current service. Longer term sustainability still in question.*

10.) Explore ways to partner with Canadian Coast Guard Auxiliary #20 and think about effects if they cease operations?: *We already support them as much as we can. Not sure what else*

we can do. Long term viability is still in question as the Auxiliary #20 may get assigned provincially to another area.

11.)2012 draft budget, how should we proceed to provide the draft budget for the September meeting, and should there be an interim draft presented before September?: *Already discussed at the beginning of the meeting.*

12.)Administrative support and reorganization of Area EPC? Succession planning for Ian? I. *Elliott has given T. Whiting June 30, 2014 as his retirement date. It was stated that succession planning for Ian is work that T. Whiting needs to do.*

13.)Operational Manual, can we formally adopt the final draft as presented?

Motion to formally adopt the Operational Manual as presented.

Move –B. Jones; Second – T. Darby; CARRIED

14.)Financials to end of April. See separate attachment: *Already discussed at the beginning of the meeting.*

11. Correspondence: None to review.

12. New Business:

12.1 Strategic discussion paper: See discussion under Item #10 – Area Coordinator's Report.

12.2 Rescue Coordination Centre (RCC): Communicate with RCC if you need marine assistance. Discussion should take place between the Electoral Areas and RCC to review protocol.

13. Other Business:

14. Next meeting – September 13, 2011 @ Saanich Health Centre, 0900hrs

Motion to adjourn meeting (11:28 a.m.)

Move – J. Francis CARRIED

Mission Statement:

To create and maintain a cooperative organization to manage risks from major emergencies and disasters that may affect the Southern Gulf Islands.