



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

**Minutes from January 15, 2013 at 0900  
Saanich Peninsula Health Unit, 2170 Mt. Newton X Road, Saanichton**

**Present:** Charlie Boyte (Chair), N. Pender; Sven Tjelta (Vice-Chair), Mayne; Sean Luttmer, S. Galiano; Brian Wheeler, Piers; Gary Glover, Piers; Peter Kappele, S. Pender; David Rees-Thomas, Saturna; John Wiznuk, Saturna; Tom Darby; N. Galiano.

**Staff:** David Howe, CRD Director; Brigitte Prochaska, Area Emergency Coordinator; Cindy Patton (recording secretary), CRD Protective Services

**Regrets:** Ian Elliott, Manager EA Emergency Programs.

**1. Call to Order:** Chair Boyte called the meeting to order at 9:12 a.m.

**2. Welcome and Introductions:**

The Chair welcomed everyone to the meeting.

**3. Approval of Agenda:**

**Motion to approve the agenda as distributed.**

**Move – P. Kappele; Second – P. Luttmer; CARRIED**

**4. Approval of Minutes of Previous Meeting:**

It was noted that Peter Kappele's last name was spelled incorrectly on the last set of minutes.

**Motion to approve previous meeting minutes (November 20, 2012) as amended.**

**Move – G. Glover; Second – S. Tjelta; CARRIED**

**5. Business Arising from Past Minutes:**

a) **2013 work plan and schedule:** It was noted that the 2013 exercise schedule is a working document and that the month and type of exercises have been identified but some of the dates still need to be finalized.

b) **Antenna for mobile unit:** Completed.

c) **CWPP Working group – wildfire risk management:**

- **Terms of reference and mandate:** A CWPP working group meeting will occur later this month. A meeting did not occur in the fall of 2012 meeting however there is still a need to keep this group active.

d) **CWPP projects:**

- **Galiano fuel management demonstration project:** The prescription is being completed by Blackwell & Associates Ltd. 2013 UBCM funding includes this project.

- **Magic Lakes 2<sup>nd</sup> emergency exit:** This issue is still being worked on but had a delay as a result of a dedicated CRD staff member (J. Loveys) leaving the organization and her replacement (Jim Barlow) being acquired.
  - **SGI Wildfire protection program Swartz Bay – 2012 report:** Many of the SGI's notice that this program makes a difference and has noted less human caused fires since the beginning of the program. Discussion ensued and it was agreed that it would be ideal if this program was offered at both Swartz Bay and Tsawwassen ferry terminals. A fixed venue at the ferry terminal to deliver the program would be optimal. This item will be discussed further at the upcoming CWPP meeting. It was also noted that not many other agencies have contributed funding to this program.
- e) **SGI finance sub-committee report (reserve accounts, earmarked project requests and capital asset lifespans):** While an actual meeting did not occur there were discussions around this item. A spreadsheet is required to track assets (ie: How many generators? Where are they? How long have they been in place?) and there is a need to address the current agreements (ie: spaces for generators, fuel and maintenance contributions, etc...). There have been substantial requests of the program, such as:
- Galiano fuel management program
  - Piers fuel containment area
  - Magic Lake 2<sup>nd</sup> emergency exit
  - Saturna generators
  - Mayne fire hall project
  - Galiano fire hall project

**Motion to complete analysis of funding requirements prior to making final decisions on surplus funds or budget requirements.**

**Move – J. Wiznuk; Second – S. Tjelta; CARRIED**

6. **Chair's Report:** Several meetings with I. Elliott and B. Prochaska as well as answering (mostly internal) emails.

7. **Financial Report:**

a) **2012 budget role over – discussion and recommendations:**

**Motion that the 2012 surplus funds be moved to the operational reserves account until such time as analysis is completed and funds can be allocated.**

**Move – S. Tjelta; Second – P. Kappele; CARRIED**

The Galiano Seismic Assessment report was discussed and the question was asked “have the funds been contributed to this project?” Chair Boyte will check with CRD finance representative to confirm if the funds have or have not been paid out. There will be a need to provide a copy of the report in exchange for the funds.

The request from Piers Island for a refueling containment area was discussed.

**Motion that the SGI emergency program contributes a maximum of \$4,000.00 to the Piers Island fuel containment project.**

**Move – D. Rees-Thomas; Second – T. Darby; CARRIED**

**8. CRD Director's Report:** There have been multiple changes at the CRD, including retirements, staff appointments to other departments and a new CRD Board Chair (Alastair Bryson, Mayor of Central Saanich). Director Howe reiterated that the Magic Lake 2<sup>nd</sup> emergency exit is still being worked on, despite a staff change over. Director Howe also noted that there have been changes to the current BC Ministry of Environment dam safety regulations, which could potentially affect the Southern Gulf Islands.

**9. CRD Protective Services Report:** Chair Boyte reported that I. Elliott won't be in attendance of any SGI Commission meetings for a while, as he's been tasked with another project.

**10. Area Coordinator's, Deputy's and ESS Coordinator's Reports:** The reports were distributed prior to the meeting.

**11. Correspondence:**

- a) **Saturna generators:** Chair Boyte, B. Prochaska and J. Wiznuk will discuss this further.
- b) **Renate Morell (ESSD for Mayne Island):** Has sent a letter indicating she is retiring from the program.

**Motion to recognize R. Morell's contribution to the Southern Gulf Islands emergency program.**

**Move – S. Tjelta; Second – P. Kappele; CARRIED**

**12. New Business:**

- a) **SGI Search and Rescue (SAR):** Program membership numbers have been steadily diminishing and it was noted that the Salt Spring Island (SSI) SAR team has been assisting with SGI SAR call outs. Discussion ensued around terminating the program but retaining the budgetary line item that would support SAR functions in the SGI's.

**Motion to terminate the SGI SAR program while retaining the budget line item to support SGI SAR functions.**

**Move – Director Howe; Second – S. Luttmer; CARRIED**

- b) **SGI Emergency Program Strategic Plan rewrite:** A request to rewrite the current strategic plan has been requested, which will include demographic shifts and the latest trends in technological equipment, etc. Once the plan has been completed it will be presented to the Commission for input.

**13. Other Business:**

Agreements with First Nations were briefly discussed. P. Datyon (CRD) is rewriting the Galiano/Penelekut First Nations agreement to provide Fire Protection and Emergency Services. S. Tjelta is to provide Director Howe with the First Nations contact he has for Mayne Island.

**Next meeting:** Tuesday March 19, 2013 @ Saanich Peninsula Health Unit, 2170 Mt. Newton X Road, Saanichton @ 9 am.

Meeting adjourned @ 10:58 a.m.