



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

**Minutes from May 21, 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;

**Staff:** David Howe, CRD Director; Ian Elliott, Manager EA Emergency Programs; Cindy Patton (recording secretary), CRD Protective Services

**Regrets:** Brigitte Prochaska, Area Emergency Coordinator; Tom Darby, N. Galiano; Gaire MacLean, Sidney Island

**1. Call to Order:** Chair Boyte called the meeting to order at 9:15 a.m.

**2. Welcome and Introductions:** The Chair welcomed everyone to the meeting.

Steve DeRousie has agreed to represent Mayne Island on the Commission. His information will be forwarded to the CRD Board for official appointment.

**3. Approval of Agenda:**

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

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

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

**Motion to approve previous meeting minutes (March 19, 2012) as distributed.**

**Move – S. Tjelta; Second – S. Luttmer; CARRIED**

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

**a) CWPP:** The meeting scheduled for May 15 did not occur because of lack of quorum.

**I. Galiano fuel management demonstration project – update:** The prescription has been completed and selection of grants from UBCM will occur May 22, 2013. Roughly \$30-35, 000 will be needed for Phase 2 (demonstration component). The entire project may be completed by the fall. An ad in the paper might be required to hire local help to assist with this project.

**II. Pender Project – Magic Lake second exit/fuel management demonstration area - update:** A grant application has been submitted and the owner of the proposed property is meeting with Director Howe next week.

**III. Generator update:**

- A full size (55 kWh) generator will be purchased (within the next five months) and installed at the new fire hall. A cash contribution toward the generator will be given.

- Discussion occurred around partnering with new water treatment plant being built on Pender but it was determined the timelines would not allow for partnering.

**b) SGI finance sub-committee report:**

- **Reserve accounts, earmarked project requests, capital asset lifespan:**
  - I. Emergency program agreements (reception center, emergency services buildings review):** A compiled list of the prepaid leases will be presented to the finance sub-committee working group. P. Kappel has offered to assist with this project. It was noted that North Galiano and Pender Island #2 Fire Hall will require new agreements.
  - II. Earmarked funds (pre-paid leases, generators, storage space, CWPP projects):** G. MacLean and Chair Botye have had some preliminary generator replacement discussions but have not determined the best way to move forward.

- 6. Chair's Report:** Continued meetings with I. Elliott and B. Prochaska; organizing SGI CWPP meetings; attending Community Emergency Response Team (CERT) meetings and fielding emails.
- 7. Financial Report:** There were no questions or comments on the financial reports as circulated.
- 8. CRD Director's Report:** Nothing new to report.
- 9. CRD Protective Services Report (I.Elliott on T. Whiting behalf):** A regional Emergency Notification System analysis is currently being conducted. The tsunami modelling project is now in the roll out phase including distribution of educational materials. The Tsunami Modelling report has yet to be endorsed by the CRD Board. It was noted that the Fraser River delta slump was not included in the recent Tsunami Modelling report. J. Wiznuk indicated that there is already a study of the Delta River Slump in existence that he will try to locate and forward to I.Elliott for information purposes.

**Motion for I. Elliott to formally move forward with request to assess tsunami modelling from the Delta River Slump**

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

- 10. Area Coordinator's, Deputy's and ESS Coordinator's Reports:** The reports were distributed prior to the meeting including a Strategic Plan discussion paper (incl: EOC, CCC's, ESS, NHP and emergency communications). The following items were discussed:
  - **Generators:**
    - How does CRD finance track these assets?
    - Do they factor in depreciation?
    - Who do they belong to?
  - **Business continuity:**
    - Identify critical infrastructure
    - Who back-checks on the 1<sup>st</sup> responders families when they are tending to an (extended) emergency? There is a need to formalize this process.
  - **Honorariums for island ECC's and ESSD's:**
    - Status quo should be maintained at this point.
    - Require recognition as opposed to compensation.
    - To determine a mechanism for things such as lost wages:
      - Ideally the program should not ask volunteers for their time during their regular working hours, so they don't lose wages.

The Strategic Plan helps to identify things about the program that we can stop doing, where are we going, what do we need to get there, etc...

P. Kappel left the meeting @ 10:27 am.

**11. Correspondence:** Received a letter from North Galiano Fire Protection and Emergency Response Service Commission regarding the donation of a stand-by generator.

**12. New Business:**

- There is a deadline for the end of the month for input into the Parks Canada Management Plan. Local communities are not often mentioned in these plans, so this is the opportunity to provide local community input. Chair Botye has drafted comments from the Pender Island perspective and encourages others to do the same for their area.
- J. Wiznuk noted that the memo of understanding between the Gulf Islands National Park Reserve and Saturna Island Fire Protection Society (SIFPS) concerning response to fire has not been renewed. J. Wiznuk also raised the question of whose jurisdiction the CRD park at East Point was and if there should be an agreement between CRD Parks and SIFPS for response to incidents at that property. Director Howe referred J. Wiznuk to Michel Bourasa, Chair of the Saturna Parks and Recreation Commission, for information and assistance to look into a potential Memorandum of Understanding (MOU).

Director Howe provided an overview of the "Experience the Gulf Islands" initiative.

Director Howe left the meeting at 10:55 am.

**13. Other Business:**

- a) **Western Wildfire Conference (Kelowna):** An overview was given. It was noted that many in attendance of the meeting were already very familiar with the subject matter and that politicians and/or policy makers would greatly benefit from a conference like this. Feedback in this regards had been forwarded to Executive Director John Betts. J. Wiznuk and B. Prochaska will prepare reports on the conference which will be presented to the Saturna Fire Protection Society Board and the SGI Commission for information purposes.

**Next meeting:** Tuesday, September 17, 2013 Saanich Peninsula Health Centre