



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

**Minutes from November 20, 2012 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; Barbra Grasswick, Saturna; Brian Wheeler, Piers; Gary Glover, Piers; Gaire McLean, Sidney Island; Peter Kappel, S. Pender; David Rees-Thomas, Saturna; John Wiznuk, Saturna.

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

A special thanks was extended to Barbra Grasswick who is retiring from the Commission for her many years of service to the Southern Gulf Islands (SGI) Emergency Program Advisory Commission and the SGI Emergency Program. Barbra was presented with a gift and a certificate of appreciation.

1. **Call to Order:** Chair Boyte called the meeting to order at 9:20 a.m.

2. **Welcome and Introductions:**

The Chair welcomed everyone to the meeting and introductions were done around the room. CRD Director Howe introduced his Alternate Director Derek Masselink.

3. **Approval of Agenda:**

Motion to approve the agenda as distributed.

Move – G. Glover; Second – P. Kappel; CARRIED

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

Motion to approve previous meeting minutes (September 18, 2012) as distributed.

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

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

5a) Antenna for mobile unit: To-date the installation is not 100% complete.

5b) Galiano fuel management demonstration project: This grant application for this project is underway with final approval waiting on the fuel management prescription information. We hope to see this project move forward as soon as possible. .

5c) Commission appointments: Tom Darby, Gary Glover and Sean Luttmer have all agreed to be reappointed to the Commission. John Wiznuk will replace Barbra Grasswick as Saturna Island's representative.

5d) Magic Lake 2nd emergency exit: C. Grelson, J. Loveys and T. Whiting from the CRD are currently working on this issue and should hopefully be resolved by the end of January 2013.

5e) SGI finance sub-committee report (reserve accounts, earmarked project requests and capital asset lifespans): The finance sub-committee did not have a chance to meet before I. Elliott left for vacation but will meet upon his return to quantify items.

6. **Chair's Report:** Chair Boyte received a letter from J. Wiznuk in regards to the two Saturna generators that require replacement. This item is discussed further under item #12b.
7. **Financial Report:** It was noted that as of October Galiano Island seems to have gone over budget. I. Elliott and P. Datyon (CRD) are looking into this overage and it should be remedied by the end of the year.
8. **CRD Director's Report:** Nothing to new to report but thank you was extended to Commission members for their patience with Director Howe's learning curve.
9. **CRD Protective Services Report:** T. Whiting was absent from meeting, nothing to report.
10. **Area Coordinator's, Deputy's and ESS Coordinator's Reports:** The area reports are considered a public document and can therefore be shared.
11. **Correspondence:** None to review.
12. **New Business:**
 - a) **CRD issued BC Ferries cards to Commission members:** It was reiterated that each Commission member has been issued a BC Ferries Experience card for travel to and from Commission meetings.
 - b) **Saturna Emergency Program generators:** J. Wiznuk indicated that the generator at Building#2 (East Point) has a problematic leak and requires replacement. The second generator located at the ESB#1 building is currently on a cumbersome trailer and a mobile station would be better to use and for transport to another location. Chair Boyte, I. Elliott and J. Wiznuk to discuss this requirement further.
13. **Other Business:** Communication was discussed particularly in instances of windstorms where there may be no power and how do people receive updates or get the word out to other residence? Discussion points were: tuning into a local radio station, utilizing the CREST radios or even setting up a radio station to reach the entire Southern Gulf Islands.

NOTE: Vests or raincoats with the SGI Emergency Program logo are available for any Commission member that would like one.

Next meeting: Tuesday January 15, 2013 @ Saanich Peninsula Health Unit, 2170 Mt. Newton X Road, Saanichton @ 9 am.

Meeting adjourned @ 10:27 a.m.