SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION

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

Minutes from September 16, 2016 at 0900
Shoal Centre, 10030 Resthaven Drive, Sidney BC

Present: C. Boyte, Chair, Pender Island; R. Weeks, Vice-Chair, Mayne Island; G. Glover, Piers Island; G. Glover, Piers Island; D. Rees-Thomas, Saturna Island; J. Wiznuk, Saturna Island; P. LeBlond, North Galiano Island; G. McLean, Sidney Island.

Staff: Peter Ensor, Manager, Electoral Area Fire and Emergency Programs; Shawn Carby, Sr. Manager Protective Services; Brigitte Prochaska, SGI Emergency Program Coordinator; Ian Foss, Recording Secretary

1. **Call to Order:** C. Boyte called the meeting to order at 0904 hrs

2. **Welcome and introductions:** were made

3. **Approval of agenda:**

   It was **Moved** by D. Rees-Thomas and **Seconded** by R. Weeks that the agenda of the Southern Gulf Islands Emergency Program Advisory Commission be approved as circulated.

   Motion Carried

4. **Approval of previous meeting minutes:**

   It was **Moved** by R. Weeks and **Seconded** by P. LeBlond that the minutes from the **May 18, 2016** meeting of the Southern Gulf Islands Emergency Program Advisory Commission be approved as distributed.

   Motion Carried

5. **Business arising from past minutes:**
   a. **CWPP:**
      i. Pender Island (phase 3) Fuel Treatment/emergency egress project status update - C. Boyte
         - C. Boyte – push back on the issue may be an educational issue.
         - S. Carby – approach could be for an evacuation route/path rather than fuel management.
         - G. McLean – look at having AHJ push the issue.
         - P. Ensor – there is no legislative path for a second entrance/egress.

      ii. Piers Island FireSmart project progress update - B. Prochaska
         - B. Prochaska - Program seen as 'wildly successful' and is approximately 80% complete.
         - C. Boyte – suggested this program should be shared with other regional programs.
         - P. Ensor - Piers Island has submitted initial report/receipts for project to date.

   Action Item: B. Prochaska to produce a presentation for the Commission

Action Item: P. Ensor to distribute above presentation to area Fire Chief's

iii. Galiano CWPP Demonstration Project Proposal (SD 64 property**) - tabled**

b. SGI finance sub-committee report:

i. 2017 Budget, process and status update - P. Ensor
- CRD process is for budget to go from the SGI Commission table to the Program Manager, to ELT then to EASC/PTPSC, after which it goes to the CRD board for final approval.

ii. Facilities agreements report progress update - P. Ensor / B. Prochaska
- S. Carby – this is not intended to be an operational agreement, simply looking for clarity in access.
- C. Boyte – has concerns with access agreement.
- P. Ensor – agreement is complex, the purpose is clarity and CRD funding (CRD can only funds things from capital that they have ownership of).
- C. Boyte – there needs to be a way to capture in place agreements.
- P. Ensor – there is room for the one offs in schedule A, but this agreement is intended to replace existing ones.
- C. Boyte – this is a great start on something that will work for us.

Action Item: P. Ensor to review agreement with CRD legal to discuss the access notification component then circulate the updated document to the Commission

iii. Generator review spreadsheet progress update - B. Prochaska
- C. Boyte – reserves will continue to be built.

iv. Projected Reserve Balances 2016 and projections for 2017 - B. Prochaska

v. Capital Reserve options/recommendations for existing generator replacement, status of proposal - P. Ensor
- P. Ensor – reported insufficient cash in the Operational Reserve to transfer the amount moved at the May 18 SGI Commission meeting.
- C. Boyte –the transfer amount passed by motion did not consider the funds already committed from the operational reserve. The commission reviewed the funded committed and came up with a restated amount for those that could be transferred while leaving an acceptable cash reserves.

It was **Moved** by J. Wiznuk and **Seconded** by D. Rees-Thomas to rescind the motion from the **May 18, 2016** meeting of the Southern Gulf Islands Emergency Program Advisory Commission to transfer $70,000.00 from the Operational Reserve to the Capital Reserve.

Motion Carried

It was **Moved** by G. McLean and **Seconded** by R. Weeks to transfer $30,000.00 from the Operational Reserve to the Capital Reserve.

Motion Carried

c. Other:

i. Mayne Island Communications Room installation update - B. Prochaska
- Comms room is now operational with only the HF Antenna to finish.

ii. Mayne Island lease agreement update – B. Prochaska
- A letter has been sent to the Mayne Island Improvement District, the MIID has tabled the agreement.

iii. Pender Island Community Hall- B. Prochaska
- Emergency Program staff have met with the Community Centre Board and been advised the facility is looking for a formal agreement.
- G. McLean – this could be a good test case for the facilities agreement.

Action Item: B. Prochaska to pursue the opportunity to use this hall.

iv. SGI Fireboat preliminary proposal discussion update, C. Boyte
- C. Boyte – the Director has spent money exploring this option that is also supported by the regional Fire Chiefs.
- S. Carby – this is outside the mandate of the SGI Commission
- C. Boyte – asked if the bylaw or mandate of the commission could be reviewed to accommodate the fire boat proposal

Action Item: P. Ensor to explore alternatives and report back to the Commission so a clear way forward can be found.

v. Emergency Program Vehicle Replacement - P. Ensor
- The CRD Board has no appetite to support the replacement of a private vehicle.

Action Item: S. Carby to explore the T2200 CRA method to support the EPC in reducing costs associated with vehicle use.

6. **CWPP Working Group**:
Report was made by C. Boyte, WG minutes are not yet available. (Next meeting 1300 hrs, Wednesday November 16, 2016, after SGI Commission Meeting).

7. **CRD Director's report**: No report

8. **Chair's report**: Nothing new to report, continuing to meet with EPC and stay in touch via email.

9. **Finance reports:** Received through August 2016 by the Commission, no questions or comments.

10. **CRD Protective Services report**:
P. Ensor gave an update of the status of the ERMS Mass Notification Project, system is ready to deploy, methodology and documentation underway.

11. **Area Coordinator/Emergency Support Services:**
Report was received by the Commission. New RCMP Detachment Commanding Officer is very interested in the emergency program, EPC B. Prochaska to meet in September.

12. **Correspondence:**
None received

13. **New Business:**

It was **Moved** by J. Wiznuk and **Seconded** by G. McLean that the Southern Gulf Islands Emergency Program Advisory Commission support the SGI Emergency Program in the acquisition of four VHF radios from CREST.

Motion Carried

Action Item: P. Ensor to source radios from CREST

14. **Other Business**: There are currently 2 open seats on the SGI Commission.

Action Item: B. Prochaska & P. LeBlond will follow up with the Director to understand the process.

15. Meeting Adjourned at 1131 hrs.

Next meeting: 0900 hrs Wednesday, November 16, 2016 at the Shoal Activity Centre, Sidney to be followed by CWPP working group meeting.