



## **SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION**

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

**Minutes from November 29, 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; B. Wheeler, Piers Island; D. Rees-Thomas, Saturna Island; J. Wiznuk, Saturna Island; G. McLean, Sidney Island; S. Luttmer, S. Galiano Island; R. Pettit, N. Galiano; P. LeBlond; Director Alternate.

**Staff:** Peter Ensor, Manager, Electoral Area Fire and Emergency Programs; Brigitte Prochaska, SGI Emergency Program Coordinator; Jenny Reid, Recording Secretary

1. **Call to Order:** C. Boyte called the meeting to order at 0906 hrs
2. **Welcome and introductions:** were made
3. **Approval of agenda:**

Additions to the agenda under Other Business

- First Nation Involvement in Commission- C. Boyte
- First Nation's logging project on Saturna- J. Wiznuk

It was **Moved** by S. Luttmer and **Seconded** by R. Weeks that the agenda of the Southern Gulf Islands Emergency Program Advisory Commission approved as amended.

**Motion Carried**

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

Amendment to the agenda – Spelling correction to P. Leblond

It was **Moved** by J. Wiznuk and **Seconded** by D. Rees-Thomas that the minutes from the **September 19, 2016** meeting of the Southern Gulf Islands Emergency Program Advisory Commission be approved as amended.

**Motion Carried**

5. **Business arising from past minutes:**

**a. CWPP:**

- i. Piers Island FireSmart Presentation - B. Prochaska
  - B. Prochaska prepared a written summary to support the presentation given at the last meeting on the successful Piers Island FireSmart Program
  - Ensor reported Youtube video available online highlighting the program

**Action Item:** B. Prochaska to distribute written summary and youtube link to the Commission

- ii. Galiano CWPP Demonstration Project Proposal (SD 64 property)
  - S. Luttmer described the proposed demonstration area on Galiano on the school grounds as it is a high visibility area well suited to promote public



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education. Reached out the province to find out if school property is for eligible funding but has not heard back. Next steps are to pursue the school board and province to determine feasibility of using school property.

### b. SGI finance sub-committee report:

#### i. Facilities agreement update

- P. Ensor – Proposed agreement form from last meeting modified for more flexibility and one-off type modifications. As well, further investigating is needed on who in the CRD will need to sign the agreements.
- B. Prochaska – Met with Pender Community Hall which had unique challenges due to hall ownership of a new generator which help identify needed amendments to the agreement form.
- Next steps: To start applying form to other facilities.
- Process for facilities agreements: Agreements will go straight to the CRD, but if there are significant concerns or differences of opinions between local area and CRD the agreement will be reviewed by the Commission.

#### ii. Generator Review

- B. Prochaska – Hinges on the facilitator agreement and one will drive the other.

#### iii. Mayne Island Improvement District Draft Agreement

- B. Prochaska – Discussions with the Mayne Island Improvement District (MIID) continue on the requested changes to the original agreement for Emergency Program space in the new Mayne Island Fire Hall. Most recent discussion resulted in an agreement to allow the Emergency Program to continue to use the designated spaces but with some modifications including sound proofing the Comms Room and moving some equipment to the mezzanine.
- P. Ensor raised concerns about the separation of the region EOC on Pender from the region Comms Room on Mayne, as well as the ability to maintain trained radio operators on Mayne.
- It was recommended that the Mayne Island Emergency Program pay for any costs associated with the move as they will likely be very minor.

It was **Moved** by J. Wiznuk and **Seconded** by P. LeBond to recommend the facilitation of the sound proofing of the Communications Room in the Mayne Island Fire Hall with a limited of \$2500.

**Motion Carried**

It was **Moved** by J. Wiznuk and **Seconded** by R. Weeks for the above \$2500 to come out of the Operating Reserves.

**Motion Carried**

It was **Moved** by C. Boyte and **Seconded** by J. Wiznuk that the Mayne Island facilities agreement state that CRD Communication equipment may be relocated to meet the operational needs of the Southern Gulf Islands.

**Motion Carried**

### c. Other:

#### i. Fire Boat Update

- P. Ensor – A complete business case following a specific format is needed to move this item forward and would require voter approval.
- C. Boyte- A business case was created previously by a contractor.



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**Action Item:** C. Boyte to send P. Ensor the business case.

**Action Item:** P. Ensor to bring forward that business case to CRD financial and legislative staff to evaluate feasibility.

- ii. Emergency Program Vehicle Cost Reduction Options
  - P. Ensor - Further investigation into the T220 CRA method to reducing vehicle costs is not feasible as it only applies to employees not contractors.
- iii. CREST Radio Acquisition Update
  - P. Ensor - Four CREST radios and chargers are available for loan. Additional radios may be available, but chargers may be harder to acquire.

**Action Item:** P. Ensor and B. Prochaska will decide on channel requirements for CREST radios

### 6. CWPP Working Group:

Report was made by C. Boyte, WG minutes are not yet available. (Next meeting 1300 hrs, Wednesday November 29, 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 on a bi-weekly basis

9. **Finance reports:** B. Prochaska distributed reports.

It was **Moved** by R. Weeks and **Seconded** by R. Pettit that the 2016 surplus funds remaining at years end that not allocated by transferred into the operational funds.

**Motion Carried**

It was **Moved** by J. Wiznuk and **Seconded** by D. Rees-Thomas to approve the financial report as circulated.

**Motion Carried**

### 10. CRD Protective Services report:

P. Ensor gave an update of the status of the ERMS Mass Notification Project including a proposed timeline with the goal of having the system go live for Emergency Preparedness Week 2017. Recent issues arising from the Shakeout Drill and Town of Sidney notifications were also discussed.

11. **Area Coordinator/Emergency Support Services:** B. Prochaska distributed report

It was **Moved** by D. Rees-Thomas and **Seconded** by J. Wiznuk to review the report as distributed.

**Motion Carried**

### 12. Correspondence:

A resignation letter was received from Steve DeRousie. The Commission would like to express their appreciation and thanks for Steve DeRousie's participation.

### 13. New Business:



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The Commission recommends the following names be forwarded to the director for re-appointment to the commission: J. Wiznuk, S. Luttmmer, and G. Glover. The Commission also recommends that Don Monroe be put forward to the director as a new appointment representing S. Pender.

**Action Item:** C. Boyte will contact Director Howe to forward these names to the CRD Board.

### **14. Other Business:**

#### **i. Saturna Island Logging**

J. Wiznuk spoke on upcoming logging occurring on Reserve 7 on Saturna Island this summer. This project presents two hazards to the residents a Saturna – Wildfires and Transportation Incidents. J. Wiznuk is encouraged by the level of engagement of First Nations in helping address these concerns.

#### **ii. First Nation Engagement in Commission**

C. Boyte discussed the need for the commission to engage in meaningful dialogue with First Nations. Recommendation to advise Director of desire to engage First Nations and allow him to provide direction on next step.

**Action Item:** Alternate Director LeBlond to bring idea of potential First Nation representation on the commission to Director Howe.

**Action Item:** P. Ensor will engage S. Carby about current Protective Service initiatives in engaging First Nations as well as look into current EMBC efforts to engage First Nations in Emergency Management.

#### **iii. HRVA- Magic Lake**

C. Boyte requested the Commission's input on continued involvement in resolving the issues surrounding the Magic Lake development on Pender Island. The Commission continues to support efforts to move this issue forward

**Meeting Adjourned at 12:04 hrs.**

Next meeting: 0900 hrs Wednesday, January 18, 2017 at the Shoal Activity Centre, Sidney.