



Making a difference...together

**CRD Emergency Management Committee (EMC)
Minutes of Meeting Held Wednesday, October 24, 2018 at 11:00 am
CRD – 625 Fisgard Street – Room #333**

Present: Mike Hicks, JDF Director (*Chair*)
Wayne McIntyre, SSI Director
Ben Maberley, SGI Alternate Director
Larisa Hutcheson, GM Parks & Environmental Services
Robert Lapham, Chief Administrative Officer (CAO)
Kevin Lorette, GM Planning & Protective Services
Kristen Morely, GM Corporate Services
Shawn Carby, Senior Manager Protective Services - Emergency Manager
Nelson Chan, GM Finance & Technology
Cindy Patton, Protective Services (recording secretary)

- 1) **Approval of agenda:** Port Renfrew Tsunami Siren, Wildfire Planning and Public Education – Emergency Preparedness were added to the agenda under New Business.

It was **Moved** by B. Maberley and **Seconded** by W. McIntyre that the agenda of the Emergency Management Committee (EMC) be approved as amended.

Motion Carried

- 2) **Adoption of May 16, 2018 EMC Minutes:**

It was **Moved** by W. McIntyre and **Seconded** by B. Maberley that the May 16, 2018 minutes of the Emergency Management Committee (EMC) be approved as distributed.

Motion Carried

- 3) **Adoption of June 22, 2018 Emergency Coordinating Committee (ECC) Minutes:**

It was **Moved** by B. Maberley and **Seconded** by W. McIntyre that the June 22, 2018 minutes of the Emergency Coordinating Committee (ECC) be approved as distributed.

Motion Carried

- 4) **Emergency Manager's Report to EMC:**

- a. **Wildfire Deployment:** 2018 BC Wildfires were discussed, where the CRD deployed 3 staff members; providing real life training at no cost to the CRD. Currently, Peace River/Old Fort have also requested assistance (landslide) which will be discussed with Bob Lapham. Future deployments will require staff member's direct manager to approval which will then go to Bob Lapham for final approval.
- b. **Tugwell Creek Wildfire:** The CRD had no legal obligation to respond as the fire was not in our jurisdiction, however we assisted with the response.
- c. **Emergency Management Training:** Staff training is on-going, via EOC Essentials and EOC Applied exercises. 2019 Training Plan going ahead as presented. Once the new CRD Board has been orientated, we will conduct an exercise with the new Board eventually followed by a functional exercise at some point. GM Advisory Group will also be exercised.
- d. **Protective Services Staff Changes:** Overview provided.
- e. **October 19 – ShakeOut Exercise:** An After Action Report (AAR) will be completed.

- f. **Next meeting:** Emergency Program Coordinators' (EPC) reports will be included in the next agenda package which will provide high-level overview of the Electoral Area Emergency Programs.
- 5) **Auditor General for Local Government Audit of CRD Emergency Management:** An overview was provided. The CRD has received the draft report from the AGLG. The CRD has in turn drafted their response and submitted to AGLG. Once we get the finalized report back from the AGLG, we can then circulate that report. Protective Services continues to strengthen our EOC, via UBCM grant. It was acknowledged that the CRD Board would like a media release completed once we receive the final AGLG report.
- 6) **Regional Emergency Management Partnership (REMP) Update:** An overview was provided which highlighted that the partnership is working toward a Regional Concept of Operations (which will assist in a multi-jurisdictional event(s)) as well as a Regional EOC. A regional EOC may require a legislative/bylaw change. Provincial government fully supports these changes/initiatives. A measuring Public Preparedness Survey has just been completed which will help to identify and focus on gaps in preparedness. The partnership is also conducting a Regional HRVA (Hazards, Risks and Vulnerability Analysis). The PrepareYourself workbook is being edited and reissued.
- a. **REMP Interim Bulletin – June 2018**
b. **REMP Update – October 2018**

It was **Moved** by B. Mabberley and **Seconded** by W. McIntyre that the two REMP reports be received as circulated.

Motion Carried

- 7) **Public Alert Notification System (PANS):** An overview was provided. An overview of the Alert Ready system (Provincial program – for Tsunamis only) was provided and discussed. Langford, Sooke, View Royal and Colwood have asked to join our system, which may drive costs down. Our PANS system will only ever be used for Public Safety issues such as Boil Water Advisories and will not be used for exercises or testing of the public. Protective Services discussing PANS with Panorama and Seaparc arenas for use in regard to ammonia leaks which are WorkSafe requirements.
- 8) **Tugwell Creek Wildfire After Action Report (AAR):** Report was part of agenda package. As a result of this AAR, we have updated our staff contact lists and identified a CRD Media Spokesperson. It was noted that AAR's will be completed after each incident that the CRD has a role in.

It was **Moved** by B. Mabberley and **Seconded** by W. McIntyre to receive the Tugwell Creek Wildfire AAR as circulated.

Motion Carried

- 9) **New Business:**
- a. **Port Renfrew Tsunami Siren – Hicks:** The maintenance costs have been removed from the Port Renfrew Fire Department budget and it will be paid out of the regional emergency budget.
- b. **Wildfire Planning – McIntyre:** It was stated that SSI has evacuation route issues and that more effort should go into communicating where these evacuation routes are and who should be using them.
- c. **Public Education – Mabberley:** Alternate Director Mabberley cited schools districts in the Southern Gulf Islands are very ill-prepared for emergencies. Discussion ensued reiterating that the School Boards are responsible for their own emergency management plans but we/our emergency programs can work with the school districts on better preparing for emergency incidents/events.

10) Next Meeting: May XX, 2019 @ 10:00 am in room #XXX (date and room to be determined)

Director McIntyre extended thanks to all at the table for all the hard work and for assisting him over the years.

11) Adjournment: 12:08 pm