



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

**Minutes of Meeting Held Thursday January 20, 2011 at 10:30 a.m.
CRD – 625 Fisgard Street – Room #107**

Present: Geoff Amy, City of Colwood
Dave Cockle, District of Oak Bay
Ian Elliott, Southern Gulf Islands Electoral Area
Clare Fletcher, Emergency Management British Columbia (EMBC)
Val Fletcher, District of Highlands
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District
Rob Johns, City of Victoria
Troy Mollin, Town of View Royal
Ralph Mohrmann, Emergency Management British Columbia (EMBC)
George OBriain, Juan de Fuca Electoral Area
Cindy Patton, Capital Regional District (recording secretary)
Geoff Spriggs, City of Langford
Maegan Thompson, Township of Esquimalt
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

Regrets: Stephanie Dunlop, District of Metchosin

T. Whiting called the meeting to order at 10:35 a.m.

1) Welcome and Introductions:

Everyone was welcomed to the meeting.

2) Approval of Agenda:

EMBC Fiscal Year End & HRVA (C. Fletcher) were added to the agenda under "Other Business".

It was **Moved** by D. Cockle and **Seconded** by B. Henson that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

3) Approval of Minutes from Last Meeting:

It was **Moved** by G. OBriain and **Seconded** by V. Fletcher that the minutes from the December 16, 2010 LG EPAC meeting be approved as distributed.

Motion Carried

4) Review of Mid-Island Agenda/Minutes:

The November meeting was cancelled therefore there were no minutes to review.

5) Review of CRERCC Minutes:

It was **Moved** by I. Elliott and **Seconded** by G. OBriain that the November 30, 2010 CRERCC minutes be received as presented.

Motion Carried

6) Shakeout BC:

An overview was given. Currently there are over 350,000 participants registered. CFAX will be broadcasting the drill. The media is looking for locations/events to film; if you are interested in having your event videotaped, please let one of the Shakeout BC committee members know.

7) **Working Groups:**

- a) **CR Mutual Aid Agreement/Concept of Operations (CRMAA & ConOps):** The working group met with the Province today and obtained a letter in support of the CRMAA.

ACTION ITEM FOR T.WHITING: To forward a copy of the Province's letter to all LG EPAC members for feedback; feedback due back to working group in two weeks.

- i. **EOC Staff Accreditation:** Discussion ensued and it was agreed that there is a need for a standardized database of EOC trained staff and that 'accreditation' needs to be defined. Processes for accreditation also need to be looked at.

- b) **CRTI Update and attendance:** An overview was given. An invitation to attend the workshop that will be held in February will be sent to all LG EPAC members.

- 8) **Regional Radio exercise proposal:** I. Elliott gave a review of the Communications exercise, where they do area wide testing of radio-messaging. I. Elliott queried if other jurisdictions want to participate. I. Elliott will bring more information to the next EPAC meeting.

T.Whiting discussed the fact that there are no standards for the exercise on "mass carcass" animal disposal.

ACTION ITEM FOR T. WHITING: To talk with the BC Fire Chiefs Association for information, as Nanaimo Fire Chief K. French has been successful in getting carcass disposal exercise approved for 2011. T.Whiting will then forward the information to the other LG EPAC members. B. H. French and R. French.

The Greater Victoria Fire Chiefs Association requested that they be sent the LG EPAC minutes.

ACTION ITEM FOR C. ATTON: To provide LG EPAC minutes to Fire Chief Angrove.

- 9) **2011 LG EPAC Work Report:** Discussion ensued regarding the 2011 work report (see page 3). It was agreed that the priority is the CRMAA/Con Ops.

ACTION ITEM FOR J. ATTON: To provide the draft TOR for comment and discussion at the next EPAC meeting.

- 10) **EMBC Business:** It was requested that any outstanding tasks be submitted to EMBC by the end of January 2011, in preparation of EMBC's year end. In addition, as the "structure" survey is going to be sent around, the request was to fill out the survey as soon as possible.

11) **Adjournment:**

On motion by G. OBriain, the meeting adjourned at 11:55 a.m.

Next Meeting, February 17, 2011 at 10:30 am at the CRD, Room 107, Main Floor

OUTSTANDING 2010 TASKS:

- Terms of Reference (TOR): Review and discuss
- ETeam: Complete SOP's, regional exercises
- Training: Work with MIECM group on Provincial training roll out, liaise with BCAEM training.
- CRMAA/Con Ops: Finalize documents for acceptance from LG EPAC, determine roll out process to local council. Finalize SOP's for regional coordination.
- Exercises: Continue a program of regional exercises to test Con Ops
- CRTI/CRA: Delivery in February, complete follow up with all participating governments. Once complete, funding available for capacity assessment
- CRERCC: Define role/interaction
- Sharepoint: 2011 information such as training of

QUESTIONS:

1. What are the strategic priorities for the E
2. What goals would we like to accomplish in 2011
3. What regional initiatives are we going to finish this year

OUTSTANDING 2009 TASKS:

- Communications systems
- Public
- Jobs
- Emergency conditions
- Security
- Governance
- Critical infrastructure
- Coordinate preparedness messaging
- Resource sharing during an emergency