

SALT SPRING EMERGENCY ADVISORY COMMISSION
May 10, 2013 – 12:30 P.M.
School Board office at 112 Rainbow Rd.

MINUTES

Commissioners Present: Chair T. Graham, S. Leichter, S. Bannister, B. Francis, W. McIntyre, P. Weston, R. Watts, L. MacKay, J. Spencer

Others: I. Elliott (CRD), E. Zook (Coordinator), K. Merry (Recorder) , J. Stratford (Disaster First Aid Trainer)

Call to order and notation of quorum

The Chair called the meeting to order at 12:30 PM and quorum was noted.

1. Adoption of agenda

Moved by S. Leichter, seconded by S. Bannister to adopt the agenda as circulated.

MOTION CARRIED

2. Adoption of minutes

Moved by B. Francis, seconded by S. Leichter to adopt the minutes of the meeting of March 12, 2013 as circulated. **MOTION CARRIED**

3. Correspondence - None

4. Chair's Report

The Chair noted that his work over the past two months has been on the Strategic Plan that is item 6. He has been working with the Strategic Plan Working Group: Bob Francis, Steve Leichter, Shelagh Bannister, Ian Elliott and Elizabeth Zook.

5. Emergency Coordinator's Reports

In addition to her written reports, E. Zook noted the following key activities:

POD Program:

- An introduction card providing information for the POD programme has been developed for inclusion in the Welcome Wagon material. This was created with the help of the Welcome Wagon coordinator – Marilyn.
- J. Stratford has undertaken two Disaster First Aid training sessions that were well received and is working with Elizabeth in developing a 72-hour preparedness workshop.
- A new emergency course was developed and is focused on emergency food preparation (dehydrated food). This course was developed and offered by Wreford Miller and Janisse Browning.

- At this time, the emergency program is not actively recruiting new PODS. EOC/Emergency Management

- A new activity list has been structured and it is now possible to track what workshop is scheduled, what workshop or activity is requested and the number of participants and hours involved.

Action item: T. Graham to distribute the statistical summary of volunteer activity created by E. Zook to the Commissioners.

- Emergency Operations activities have been solidified with the assistance of I. Elliot.
- The EOC Executive team meets every two to three months.
- Derek Capitaine, new lead on technical communications for the EOC, is currently creating a database showing all facilities that will act as centres in an emergency. The plan is to upload information onto a SSI POD map.

ESS

- Level 1 response has been solidified and training is ongoing.
- Possibility within the next few months in identifying deputies for ESS.
- The Legion is a new ESS reception centre.
- Primary ESS sites include: Fulford Elementary School, Fernwood Elementary School, Gospel Community Church, Legion, Beaver Point. Secondary ESS sites include: GISS and Fulford Hall.
- Off-island exercises have been attended by ESSD (L. Melious) and other ESS members.

6. Review of Strategic Plan

S. Leichter and S. Bannister spoke to their report. It is a work in progress and in July will be presented for formal acceptance. The document includes information from the 2011 Census received from Islands Trust.

Moved by S. Bannister seconded by B. Francis that the document Salt Spring Island (SSI) Emergency Advisory Commission DRAFT Strategic Plan 2013-2018 be received. **MOTION CARRIED.**

7. Round Table

The Chair noted that while it has not been possible to complete everything in this year's Strategic Plan, he is pleased with the progress.

- B. Francis noted that at the POD meeting last week, the potential fire hazard from squatters was noted. If the squatters are on private land, nothing can be done unless the landowner objects to their presence. With the increase of people on Salt Spring in the summer, there is an additional fire hazard. This issue could be addressed by the bed and breakfasts, Chamber of Commerce, and Rotary Club.

Action item: T. Graham to inform these organizations of the concerns.

- R. Watts noted the increase in the numbers of campers in Ruckle Park. They need information about where to go in an emergency.
- W. McIntyre noted his recent attendance at a meeting concerning oil spills and a visit to a new oil spill ship. The CRD Senior Manager for Salt

Spring is retiring and a hiring process is in place. He is impressed with the caliber of the applicants. On April 17, 2013, CRD staff was given permission to talk to the Fire Trustees regarding a possible relocation to the new fire hall. There is a request for proposal for a consultant to lead the governance study.

- Elliott thanked E. Zook for her hard work and the subcommittee for the draft Strategic Plan. There is a new initiative at the ferry terminals with firefighters providing information about safety. The problem of the use of the large generator remains because of its wiring but it may be purchased by the Engineering Branch who can use that wiring. The CRD is reviewing all emergency plans to insure that their format is consistent, including the Salt Spring draft. This information is complementary to the Operations Procedural Manual.

Action item: T. Graham to distribute Draft 1 to the Commissioners.

- S. Bannister noted her continuing concern that telephone trees do not function adequately.
I. Elliott noted that three presentations have been made and that there is no one perfect system. Any system must respect the Privacy Act. Most web-based systems cannot protect the data from Homeland Security in the US. The project must be done through the CRD.
- S. Leichter expressed concern that in a new facility the equipment may lose capability if there is not enough space. He distributed a report in the morning.
Action item: E. Zook to send a copy of that report to W McIntyre.
- L. MacKay noted on behalf of BC Ferries that the presence of fire fighters might be extended to include the terminal on Salt Spring for the Queen of Nanaimo. He reported on use of the notice board. The Skeena Queen has returned to service on the Fulford run. There has been consultation with communities regarding the replacement of some ferries.

8. Business Arising - None

9. Date of next meeting: [July 9, 2013](#)

10. Adjournment

Moved by S. Leichter, seconded by B. Francis to adjourn the meeting at 1:38PM.
MOTION CARRIED.