



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

**Minutes from January 20, 2015 at 0900
Saanich Peninsula Health Unit, 2170 Mt. Newton X Road, Saanichton**

Present: Charlie Boyte (Chair), N. Pender; Sven Tjelta (Vice-Chair), Mayne; John Wiznuk, Saturna; Brian Wheeler, Piers; Tom Darby, N. Galiano; David Rees-Thomas, Saturna; Sean Luttmmer, S. Galiano; Gaire McLean, Sidney Island; Brigitte Prochaska, Area Coordinator.

Staff: Peter Ensor, Manager Electoral Area Fire Department and Emergency Programs, CRD Protective Services; Cindy Patton (recording secretary), CRD Protective Services

Regrets: Gary Glover, Piers.

1. **Call to Order:** The meeting was called to order at 9:12 am.

2. **Welcome and Introductions:**

3. **Approval of the Agenda:**

Former Commission Grasswick's comment on privacy was added to the agenda under New Business.

Motion to approve January 20, 2015 meeting agenda as amended.

Move – G. McLean; Second – S. Tjelta; CARRIED

4. **Approval of Previous Meeting Minutes:**

Motion to approve November 18, 2014 meeting minutes as distributed.

Move – J. Wiznuk; Second – T. Darby; CARRIED

5. **Business Arising from Past Minutes:**

a. **CWPP:** A CWPP working group meeting is tentatively scheduled for April 2015.

- i. **Galiano fuel management project update (discussed 2nd):** Galiano successfully finished both the prescription and demonstration phases of the UBCM fuel management program (Strategic Wildfire Prevention Initiative). The remaining phase for Galiano was treatment, however UBCM has cut-off funding to all CWPP programs except for areas they deem extreme risk or high hazard areas which means funds are no longer available for the treatment phase of the fuel management project.
- ii. **Pender fuel management demonstration project update (discussed 1st):** UBCM funds are now only available for actual CWPP plans and/or extreme risk/high hazard areas.

- iii. **Generator update:** No update to provide. Discussion ensued.

ACTION ITEM: P. Ensor to send G. McLean his financial projection spreadsheet

ACTION ITEM: B. Prochaska to send P. Ensor her generator replacement spreadsheet.

- iv. **2015 SGI Wildfire Prevention Program (Swartz Bay):** B. Prochaska will work closely with Deputy Chief Dine to highlight SGI's Emergency Program.

Motion to support SGI Wildfire Prevention Program for 2015, providing funds up to \$15,000.

Move – J. Wiznuk; **Second** – G. McLean; CARRIED

b. SGI Finance Sub-Committee report:

- i. **Earmarked funds (pre-paid leases, generators, storage space, CWPP projects):** B. Prochaska may have something completed on the SGI pre-paid leases by the next Commission meeting. There was discussion around why this was a standing item was on the agenda; C. Patton stated it was originally around prioritizing CWPP projects. Agenda item will change to Facility Rationale.
- ii. **Generator acquisition for North Galiano and Pender:** Completed.

6. CWPP Working Group: Tentatively a working group meeting will occur in April 2015.

7. CRD Director's Report: Director Howe absent from meeting.

8. Chair's Report: Continued work with Brigitte and fielding emails. Commission members were invited to a CRD Commission orientation; B. Wheeler to attend orientation session and report back at the next Commission meeting.

9. Finance Reports: Reports were forwarded along with agenda and previous meeting minutes.

10. Protective Services Report: P. Ensor provided CRD HQ radio room update. It was noted that 2015 is the last year of a 3 year budget cycle. In preparation of the next budget cycle, service assessments will be conducted where community priorities will be identified, which will be collated by late March 2015. An operational work plan will be created which will indicate key operational and capital objectives and outline training/exercise programs. Integrated public safety was also discussed.

AD& D insurance for Electoral Area Fire Departments was discussed and it was noted that there is potential to extend that insurance to Commission members. Questions asked:

- Would insurance extend to Societies/Boards for Saturna and Pender?
- Would insurance extend to Improvement Districts like Piers or Mayne?

11. Area Coordinator Report: B. Prochaska's comments:

- Gaps in generator maintenance schedules was noticed and therefore a review is being conducted
- Working with P. Ensor on volunteer forms, ensuring adherence to Privacy issues and determining utility of information collecting
- 2 full day roundtable sessions will occur in 2015
- Looking to have EMBC come and do a talk
- RCMP requested a presentation of the SGI Emergency Program – Commission members will be shown the presentation as well
- Telephone trees were discussed
- 2015 training schedule:
 - HRVA review of existing plans/hazards
 - BC Ferries – all islands exercise

- 2 JIBC course requests for ESS
- Salvation Army
- Disaster Psychological First Aid exercise on Pender

Shelter for the Saturna island generator was discussed.

Motion to allocate \$1500.00 from the operational reserves to Saturna for the replacement of the generator shelter.

Move – S. Tjelta; **Second** – G. McLean; CARRIED

12. Correspondence: None.

13. New Business: Former Commissioner B. Grasswick expressed concern to J. Wiznuk regarding the collection of personal information.

14. Other Business: S. Luttmer noted that Rogers is contemplating installing a new cell phone tower on Galiano and that they circulated a form asking for input.

ACTION ITEM: S. Luttmer to forward information to P. Ensor.

Motion to adjourn meeting (11:28 a.m.)

Move – D. Rees-Thomas **CARRIED**