



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

**Minutes from March 17, 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 Luttmer, S. Galiano; Gaire McLean, Sidney Island; Gary Glover, Piers; Peter Kapelle, S. Pender; Brigitte Prochaska, Area Coordinator; Paul LeBlond, Alternate CRD Director (SGI).

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

1. **Call to Order:** The meeting was called to order at 9:16 am.
2. **Welcome and Introductions:** Chair Boyte introduced and welcomed Alternate Director Paul LeBlond to the meeting.

**3. Approval of the Agenda:**

CRD Commission Orientation and generator maintenance schedules were added to the agenda under "New Business".

**Motion to approve March 17, 2015 meeting agenda as amended.**

**Move – D. Rees-Thomas; Second – J. Wiznuk; CARRIED**

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

Image of note embedded in the January minutes will be removed, as it was deemed unnecessary.

**Motion to approve January 20, 2015 meeting minutes as amended.**

**Move – G. McLean; Second – T. Darby; CARRIED**

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

a) **CWPP:** A CWPP working group meeting will be scheduled for April 2015.

- i. **Galiano fuel management project update:** Signage is the only outstanding item for this project, which Blackwell & Associates are preparing. The sign will require a protective shelter to be built, that was not included in the grant. C. Patton to confirm signage grant amount

**Motion to support a protective shelter being built for the Galiano fuel demonstration signage, up to maximum funds of \$1,500.00.**

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

- ii. **Pender fuel management demonstration project update:** UBCM funds for fuel management projects are no longer available and currently no more applications are being accepted. This standing item will be removed from future agendas.

**b) SGI Finance Sub-Committee report:**

- i. **Facilities Rational:** Various SGI Memorandums of Understanding (MOU's) are currently being looked at and updated. Some MOU's have expired, some don't exist and others need wording revisions.
- ii. **Financial Review - Generators:** A meeting will occur after this Commission meeting, to work on the complex matrix of replacement costs, timelines, ownership, capacity, etc. P. Ensor circulated his long-range capital plans spreadsheet for members to review, which includes generator replacements up to 15+ years.

6. **CWPP Working Group:** A meeting will be schedule in April 2015. Two members of the working group have retired (G. Poffenroth) and/or are moving on (D. LeFler).

It was noted that there is an Electoral Area Emergency Program Coordinator (EPC) meeting scheduled for April 16, 2015 which will include a fire season discussion.

7. **CRD Director's Report:** Alternate Director LeBlond reintroduced himself to the Commission.
8. **Chair's Report:** Continued work with Brigitte and fielding emails.
9. **Finance Reports:** Reports were forwarded along with agenda and previous meeting minutes. Brief discussion took place, explaining a slight decrease in 2015 budget numbers and that all 2014 numbers have not been completely finalized.

R&E's were added to the agenda at this point: 10:26 am

B. Prochaska will send new figures to P. Dayton for the March R&E's.

**10. Protective Services Report:** P. Ensor reported on the following projects:

- a) Working on long-range capital plans
- b) Pro-forma agreement with First Nations being created for fire services
- c) Strategic Planning meetings have been occurring and with input from all five islands, they will identify a key statement of objectives and the develop a work plan
- d) Telus will no longer support pagers; new modes of communication are being explored

Other items discussed:

- CREST portable radios
- Volunteer retention
- CRD job posting

**11. Area Coordinator Report:** B. Prochaska discussed the following:

- a) Strategic Plan meeting minutes are being finalized which will assist in formulating the Work Plan
- b) Had discussions with former Commissioner Grasswick re: privacy concerns
- c) Area and Neighbourhood Program (NHP) discussions will be taking place shortly
- d) Quick Start Guide going through revisions

- e) Operations Manual is being looked at for potential updating/revising
- f) 12 SGI Emergency Program (EP) members are registered for the 2015 Vancouver Island Emergency Preparedness (VIEP) Conference, held in Sooke this year
- g) Communications Plan is also being looked at
- h) Reminder that there will be a BC Ferries full-scale/functional exercise conducted this year. A draft exercise plan has been forwarded to a BC Ferries representative for review and input

**PRESENTATION:** B. Prochaska showed Commission members the presentation she made to the RCMP on the SGI's Emergency Program. This presentation is available to share with any that may find it beneficial.

Discussion occurred on the name change from Community Coordination Centres (CCC's) back to Emergency Operations Centre, which will be more consistent with other emergency management nomenclature.

**Motion to support name change from Community Coordination Centres (CCC's) to Island Emergency Operations Centres (Island EOC's).**

**Move** – J. Wiznuk; **Second** – D. Rees-Thomas; **CARRIED**

**12. Correspondence:** Chair Boyte received a copy of a letter sent to T. Whiting, commending B. Prochaska.

**13. New Business:**

- a) **SGI Bylaw review:** Nothing new to discuss. Chair Boyte wanted to ensure that all Commission members have copies of the bylaws that govern this Commission.
- b) **CRD Commission orientation:** B. Wheeler and J. Wiznuk attended the CRD's Commission orientation session and reported back the main thing they took away from the session was the Information and Privacy issues and the collection and storage of information.
- c) **Generator maintenance schedule:** Once the generator matrix review is complete, it will assist in creating a generator maintenance schedule. P. Ensor will query CRD Fleet about generator maintenance.

Cell phone booster for Saturna ESB1 building was added to the agenda at 11:36 am.

- d) **Cell phone booster:** It was noted that inside the ESB1 building the cell phone coverage is almost non-existent and that a cell phone booster would provide better, more consistent emergency communications.

**Motion to support the purchase of a cell phone booster for Saturna's ESB1 building, to improve emergency communications, up to a maximum of \$1,500.00.**

**Move** – J. Wiznuk; **Second** – S. Tjelta; **CARRIED**

**14. Other Business:**

**Motion to adjourn meeting (11:48 a.m.)**

**Move** – B. Wheeler **CARRIED**