

## LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes (**AMENDED**) of Meeting Held Thursday, April 12, 2018 at 9:30AM  
CRD HQ, 625 Fisgard Street – Room #107

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<b>Present:</b>	Shawn Carby	CRD ( <i>Chair – Departed 11:25AM</i> )
	Brittany Schina	REMP
	Conrad Cowan	CRD
	Elizabeth Zook	Salt Spring Island Electoral Area ( <i>Arrived 9:50am</i> )
	Geoff Amy	Colwood ( <i>Departed 11:42AM</i> )
	Jeri Grant	Juan de Fuca Electoral Area
	John Trelford	North Saanich ( <i>Departed 11:25AM</i> )
	Kenn Mount	Sooke
	Lisa Banfield	Central Saanich
	Maegan Thompson	Saanich ( <i>Became Chair at 11:25AM</i> )
	Melodie Hutmacher	REMP ( <i>Recording Secretary</i> )
	Mike Harman	Sidney
	Sara Jansen	Esquimalt
	Tanya Patterson	City of Victoria
<b>Phone:</b>	Geoff Spriggs	Langford ( <i>Voting</i> )
	Brigitte Prochaska	Southern Gulf Islands Electoral Area
	Stephanie Dunlop	Metchosin
	Clarence Lai	EMBC ( <i>Called in late</i> )

(Note: Due to late arrivals and early departures, the agenda items were discussed out of order. Quorum was lost at 11:25AM. Items discussed after loss of quorum: 7.b.ii, 7.b.iii, 7.b.vi, 8, 9, 10.)

1. **Welcome and Introductions:** S. Carby called the meeting to order at 9:30AM. Welcome and introductions, including new member, Conrad Cowan, Manager EA Fire & Emergency Programs, CRD (Peter Ensor's successor).
2. Approval of minutes: It was **Moved** by J. Grant and **Seconded** by J. Trelford that the minutes from the previous meeting held January 18, 2018 be approved as circulated.

**MOTION CARRIED**

Approval of agenda: It was **Moved** by M. Thompson and **Seconded** by G. Amy that agenda be adopted with addition of 9.a. *School District 61 Meeting* under New Business

**MOTION CARRIED**

3. **Business arising from previous minutes:** Review of previous action items. Action Item from 7.b.iv.10.c., that **S. Carby** was to take the TOR changes to the Board if it is necessary. S. Carby related that the Board only needs to be notified of the changes and that this will be done at the April 25, 2018 meeting.
4. **Other Agency Minutes:** None at this time, but there was some discussion regarding the Radio Communications Minutes, and ESS Minutes.

**ACTION ITEM:** T. Patterson to post ESS Minutes from last meeting in LGEPAC SharePoint site.

5. **EMBC Update:** EMBC update was provided with a couple announcements: David Tomaz is now Acting Regional Manager and Bev Goulet is retiring end of April. Some discussion of holding an informal pot luck. Plans to be taken offline. Bev's position is now posted.
6. **Presentations:** LGEPAC Media Information Session was presented by M. Thompson, S. Jansen, and T. Patterson.

**ACTION ITEM:** S. Jansen to invite media to next REPAC Meeting for April 19, 2018.

## **7. Working Group Updates**

### **a. REMP Update**

- i. Steering Committee: **M. Thompson** provided an overview of the last Steering Committee meeting for D. Cockle. Key points:
  - The REMP 2017 Annual Report was approved as presented
  - The REMP 2018 Work Plan was approved as presented
  - The REMP Partner Communications and Engagement Plan was approved with the changes discussed at the meeting
  - The REMP Staff Emergency Response Deployment Policy was approved with the changes discussed at the meeting
- ii. **C. Lai** led a REMP Staffing Governance discussion to explain the governance structure and to clarify the administrative responsibilities of the REMP Regional Emergency Management Systems Coordinator position to support LGEPAC. This position will continue to provide support for SharePoint, minor PrepareYourself website updates, and regular management/maintenance of the PrepareYourself Twitter account. Local Authorities are responsible for their own email distributions to the LGEPAC membership and for ensuring the LGEPAC distribution list is kept current with their own information.

**ACTION ITEM:** M. Hutmacher to post copy of REMP Staffing Governance to LGEPAC SharePoint.

**ACTION ITEM:** M. Hutmacher to post current LGEPAC distribution list on SharePoint.

- iii. **C. Lai** provided an overview of the new REMP Staff Deployment Policy.

**ACTION ITEM:** M. Hutmacher to post copy of REMP Staff Deployment Policy to LGEPAC SharePoint.

- iv. M. Hutmacher provided updates on the Regional HRVA project and Measuring Regional Preparedness project. B. Schina provided an update on the ConOps project. Outline provided in REMP Written Update Report included in agenda.

*Break from 1040 to 1050*

### **b. LGEPAC/REPAC Updates**

- i. The draft Tsunami After Action Report created from the feedback in the LGEPAC Special meeting on February 1, 2018 was discussed. LGEPAC members were asked to provide feedback and suggestions to S. Carby by April 17, 2018.  
  
Members noted that reports or correspondence initiated by the Commission must be approved by Motion prior to going to Committees or the Board. No motion was made for the LGEPAC AAR. There were ten weeks between the tsunami debrief discussion and distribution of the report to LGEPAC with an expectation of review and feedback within 3 working days. It was noted that this insufficient time for edits and consensus of a report. When feedback was provided, members requested further information on the process of the AAR moving forward prior to going to the Planning and Protective Services Committee (PPSC) and the CRD Board.

**ACTION ITEM:** LGEPAC members to provide written feedback to S. Carby by April 17, 2018

**ACTION ITEM:** S. Carby to send final version of AAR to LGEPAC and advise the Commission on the process moving forward.

- ii. PubEd Working Group provided an update: 4<sup>th</sup> Edition of the Prepare Yourself Workbook will be printed in time for EP Week. B. Schina distributed printed copies of

the Public Education Communications Plan update for 2018. The 26 Weeks to Preparedness initiative will commence Monday, May 6.

- iii. As per updated Terms of Reference a REPAC Chair was selected for the next REPAC meeting to take place on April 19, 2018. **T. Patterson** volunteered to Chair.
- iv. Situational Awareness/Emergency Management software discussion: CRD looking at new package. Reps coming in to give demonstration on May 14. Invitations will be sent to LGEPAC membership. It was asked if E2MV or LightShip were considerations. LightShip was looked at, but considered too limited, and E2MV can be reviewed.
- v. RMS Notification Software was discussed. Colwood will join CRD in using RMS. Possible additions also include Sooke, Metchosin, and Highlands.
- vi. The Regional Tsunami Communications Plan was discussed. S. Jansen provided update on progress of edits. There was some discussion over the proposed 30 minute timeframe for calling in as that timeline may be too tight for some. A draft of the plan has been sent to Ian Foss, EMBC for review. T. Patterson requested that LGEPAC members provide updated contact info to include in plan. Possible use of Connect Rocket for the conference call capability was discussed.

**ACTION ITEM:** S. Jansen to post draft of Regional Tsunami Communications Plan on SharePoint once completed.

- vii. Disaster Mutual Aid Agreement: S. Carby reported that the DMAA was brought to LAA in March. They want a staff report. D. Cockle created, and is to be edited before being sent up. Will be brought back to LGEPAC before being sent.

8. **Old Business:** None at this time

9. **New Business:**

- a. School District 61 Meeting: M. Thompson discussed the Immediate Response Phase plan document that is in play in the schools. This is hosted by a private group called Preparedness Squad who is sponsored by EMBC.

10. **Roundtable:** general discussion and information.

**Meeting adjourned. 12:05PM**

**Next regular meeting, 9:30AM, Thursday September 13, 2018 at CRD HQ, 625 Fisgard Street, Room 107**