

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes (*AMENDED*) of Meeting Held Thursday, September 13, 2018 at 9:30AM
CRD HQ, 625 Fisgard Street – Room #107

Present:	Shawn Carby	CRD (Chair)
	Blair McDonald	Esquimalt (<i>arrived 09:45AM</i>)
	Dave Cockle	Oak Bay
	Eileen Grant	Oak Bay
	Geoff Amy	Colwood
	Ian Foss	EMBC
	Jeri Grant	Juan de Fuca Electoral Area
	Maegan Thompson	Saanich
	Melodie Hutmacher	REMP (<i>Recording Secretary</i>)
	Olympia Koziatek	City of Victoria
	Ross Goddard	CRD
	Sarah Hunn	City of Victoria
	Sara Jansen	Esquimalt
	Tanya Patterson	City of Victoria
	Troy Mollin	View Royal
Phone:	Lisa Banfield	Central Saanich (<i>Voting</i>)
	Clarence Lai	EMBC

1. **Welcome and Introductions:** S. Carby called the meeting to order at 9:31AM. Welcome and introductions were made. T. Patterson introduced two new City of Victoria staff members: Olympia Koziatek, Deputy Emergency Program Coordinator, and Sarah Hunn, Emergency Management Community Liaison.
2. Approval of agenda: It was **Moved** by J. Grant and **Seconded** by G. Amy that agenda be adopted as distributed.

MOTION CARRIED

3. Approval of minutes: It was **Moved** by S. Jansen and **Seconded** by T. Mollin that the minutes from the previous meeting held April 12, 2018 be approved with the following amendments:

Amendment under item 7bi: 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.

Amendment under item 7bi: That S. Carby is to send final version of AAR to LGEPAC and advise the Commission on the process moving forward.

MOTION CARRIED

4. **Business arising from previous minutes:** Review of previous action items. All action

items listed in circulated minutes are complete.

5. Other Agency Minutes: None at this time.

- 6. EMBC Update:** I. Foss informed the commission that Brenda Scott is the new Regional Office Administrator for Vancouver Island Region. I. Foss presented an EMBC update, touching on the flood season, a comparison of the 2017 to 2018 wildfires, the after action review process, the Abbott-Chapman report and recommendations, as well as upcoming funding opportunities. Also provided updates on the topics of First Nations inclusion, communications plans, ESS, and Provincial Disaster Recovery.

ACTION ITEM: M. Hutmacher to post EMBC Presentation on SharePoint

- 7. Presentations:** M. Hutmacher presented on the REMP Regional HRVA Project touching on engagement, progress, and next steps. LGEPAC was asked to provide input on names and agencies/organizations they felt are necessary for input into the regional HRVA workshop process.

ACTION ITEM: M. Hutmacher to pass around list of potential HRVA Workshop invitees to the LGEPAC membership in order for them to select which of the suggested organizations and/or representatives should be included in invitation list, and to add suggestions.

ACTION ITEM: M. Hutmacher to post HRVA presentation on SharePoint.

Break

8. REMP Updates

- a. Steering Committee Meeting (June 11, 2018) Update** provided by **D. Cockle**. Key discussions and decision points:

- The REMP finalized Interim Bulletin that informs what the partnership has achieved to date in 2018 was introduced;
- Madeline Maley gave a PowerPoint presentation to support her presentation on 2018's wildfire considerations;
- The Abbott Chapman Report Addressing the New Normal: 21st Century Disaster Management in British Columbia was discussed;
- Melodie Hutmacher gave a PowerPoint presentation on the partnership trip to Portland, Oregon and her participation in the two-day Cascadia Receding 2018 EX;
- The Disaster Mitigation and Adaptation Fund was discussed and info provided;
- The revised PrepareYourself: A Guide to Emergency Preparedness in the Capital Region PDF workbook was introduced. It is posted to the PrepareYourself website;
- Info provided on the BC Smart Infrastructure Monitoring System;
- Key decision points made:
 - Approved Completion of the Public Education Plan project
 - Approved the Steering Committee Project Champion Roles
 - Approved the REMP Regional Project Selection Guideline
 - Approved REMP's Revised 2018 Financial Plan

ACTION ITEM: M. Hutmacher to post REMP Interim Bulletin, Madeline Maley's presentation, Abbott Chapman Report, and Cascadia Receding Presentation to SharePoint.

ACTION ITEM: M. Hutmacher to email links for the Abbott Chapman Report, the Disaster Mitigation and Adaptation Fund, the 4th Edition of the Prepare Yourself workbook, and for info on the BC Smart Infrastructure Monitoring System to the LGEPAC membership.

- b. REMP Policy Group Meeting (May 14, 2018) Update:** D. Cockle provided discussions and decision points:
- Steering Committee Co-Chairs highlighted value of REMP to the region, as well as key projects and priorities
 - The REMP 2017 Annual Report was delivered
 - The Policy Group ratified REMP's 2018 Annual Business Plan
 - The Policy Group ratified REMP's 2018-2020 Financial Plan
- c. REMP Draft 2019 Business Plan** was introduced by M. Thompson and discussed. (A copy was included in Agenda Package).

ACTION ITEM: M. Hutmacher to post on SharePoint and email a copy of the 2019 Business Plan to LGEPAC Members.

- d.** M. Hutmacher provided an update on participation her trip to Oregon for a Partnership meeting with RDPO (Regional Disaster Preparedness Organization) and on her participation in the Cascadia Receding 2018 Exercise in Clackamas County

ACTION ITEM: M. Hutmacher to post copy of presentation on SharePoint.

- e.** REMP Project Updates provided on the ConOps, and Measuring Regional Public Preparedness (MRPP) Survey projects.

9. LGEPAC/REPAC Working Group Updates

- a.** PubEd Working Group Updates provided by **M. Thompson** and **T. Patterson** on:
- i) NDMP Grant Application: the LGEPAC PubEd Working Group teamed up with Environmental Protection at the CRD to co-submit an application for an NDMP Flood Grant for tsunami mapping and sea level rise
 - ii) A ShakeOut update was provided: new videos coming out. No ShakeZone this year. Expecting >1 million registrations this year.
 - iii) The 26 Weeks to Preparedness Twitter campaign was discussed: please tweet/re-tweet posts that are made each Monday morning
- b.** REPAC Chair Selection: The Chair for the next REPAC Meeting on September 20, 2018 was selected: **S. Jansen**, Esquimalt, stepped up to Chair once again.

10. Old Business

- a.** The **Disaster Mutual Aid Agreement** was discussed. It will be re-drafted and given to the EPCs to deliver to their CAOs for review after October 20

ACTION ITEM: M. Hutmacher to post current version of the DMAA document on SharePoint

D. Cockle and I. Foss departed at 11:30AM

- b.** **S. Jansen** discussed the **Draft Tsunami Communications Plan**. The CRD Connect Rocket phone number will be used for conferencing. The draft plan is considered complete with the update of the Connect Rocket phone number, and it was **Moved** by T. Patterson and **Seconded** by J. Grant that the Tsunami Communications Plan be

ratified.

MOTION CARRIED

ACTION ITEM: M. Hutmacher to email link to Tsunami Communications Plan to LGEPAC members.

ACTION ITEM: S. Jansen to initiate discussion regarding an exercise for the Tsunami Communications Plan.

11. New Business

- a. The QIT (Situational Awareness software package) was discussed. The CRD is looking for a replacement for E-Team and is moving through the procurement process.

B. McDonald departed at 11:40AM

12. Roundtable: general discussion and information provided.

Meeting adjourned. 12:03PM

Next regular meeting, 9:30AM, Thursday November 15, 2018 at CRD HQ, 625 Fisgard Street, Room 488