



SOUTHERN GULF ISLANDS EMERGENCY

PROGRAM ADVISORY COMMISSION

CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes from March 21, 2018 at 0900
Shoal Centre, 10030 Resthaven Drive, Sidney BC

Present: J. Wiznuk, Chair, Saturna Island; Ben Mabberley, Alternate Director; K. Stobart, Mayne Island; W. Quinn, Saturna Island; S. Luttmer, S. Galiano; R. Pettit, N. Galiano; K. Keats, Piers Island; Gaire McLean, Sidney Island; M. Dine, Pender Island; Gary Glover, Piers Island;

Guests: Karen Harris, Fire Chief, NGVFD

Staff: Conrad Cowan, Manager, Fire and Emergency Programs; B. Prochaska, Emergency Program Coordinator; I. Elliott, Recording Secretary

1. **Call to Order:** J. Wiznuk, Chair, called the meeting to order at 09:05.
2. **Welcome and introductions:** Conrad Cowan, the new Manager, Fire and Emergency Programs was introduced to the Commission.
3. **Approval of agenda:**

It was **Moved** by G. Glover and **Seconded** by R. Pettit that the agenda of the Southern Gulf Islands Emergency Program Advisory Commission be adopted as circulated.

Motion Carried

4. **Approval of previous meeting minutes:**

It was **Moved** by W. Quinn and **Seconded** by K. Stobart that the minutes from the **January 17th, 2018** meeting of the Southern Gulf Islands Emergency Program Advisory Commission be approved as amended (correction to date stamp).

Motion Carried

5. **Business arising from past minutes:**

a.

- i. North Galiano Community Association Funding Request has been completed and the payment will be sent to the association soon.

It was **Moved** by R. Pettit and **Seconded** by G. Glover that the \$12,500 be paid from the Operating Reserve Account.

Motion Carried



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- ii. Report on review of facilities and future generator costs was received and discussion ensued regarding replacement schedule and budget implications for the Capital Reserve Account.

Action Item: I. Elliott to prepare an option A, B and C funding model for this reserve account, and facilitate a discussion with the Commission Finance Sub-Committee (J. Wiznuk, G. McLean, M. Dine, C. Cowan, and B. Prochaska)

- iii. 2019 Workplan and Budget Development Draft 1 was presented by B. Prochaska and discussion ensued. It will come back to the Commission at the May meeting including deliberations and recommendations from the Finance Sub-Committee.
- iv. Saturna FireSmart Grant Application, \$10,000, is under consideration with UBCM.
- v. ESS successful Grant Application, group lodging cots plus training course, the cots will be ordered and training will be arranged.
- vi. Lively Peak Radio Repeater, the technical unit has been constructed and will be installed this spring.
- vii. Commissioner Term Limits are a part of many bylaws and appear to be part of a standard template. Further discussion will be deferred to the September meeting.

- 6. **Community Wildfire Protection Plan Working Group:** Next meeting will take place March 29, 2018. A report will be provided at the next Commission meeting.
- 7. **Director's report:** B. Mabberley gave an overview of recent activities including a review of the CWPPs. A. Mills introduced a concept regarding a discussion paper that will be introduced at the next CWPP WG meeting enhancing and promoting the work of the various fire agencies FireSmart activities.
- 8. **Chair's report:** J. Wiznuk thanked the Commissioners and staff for the ongoing support and reported that the Magic Lake Emergency Egress route is nearing completion.
- 9. **Finance reports:** Circulated reports were received
- 10. **CRD Protective Services report:** C. Cowan will be visiting the communities over the next month to meet the teams and continue supporting the Fire and Emergency Programs. The CRD HQ EOC will be holding several exercises in the next few months to ensure readiness for assisting the EAs and Departments. The Port Renfrew and Jordan River Tsunami Sirens are now on line. The Province is now implementing the "Ready-Alert" emergency notification system to provide general emergency messaging to the public throughout BC.
- 11. **Area Coordinator/Emergency Support Services:** Area reports were distributed and received



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12. Correspondence: No new correspondence.

13. New Business:

- i. Tsunami Notification Procedure Review (January 23rd), J. Wiznuk gave a retrospect of the notification event and general discussion ensued. C. Cowan noted that the protocols at the Provincial and Local Government levels are under review to ensure alignment and he will provide more information at the next meeting.
- ii. EPC Honorarium: preliminary discussion ensued. More information will be brought to the May Commission meeting.

Action Item: I. Elliott to bring EPC Position Description to the next meeting.

14. Other Business: None

Meeting Adjourned at 11:33 hrs.

Next meeting: **Annual Strategic Review Meeting**, 0900 hrs Wednesday, May 16, 2018 at the Shoal Activity Centre, Sidney.