



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



**Minutes from November 21<sup>st</sup>, 2018 at 0900 hrs**  
**Shoal Centre, 10030 Resthaven Drive, Sidney, B.C.**

**Attended:** J. Wiznuk, Saturna Island; D. Rees-Thomas, Saturna Island; S. Luttmer, S. Galiano; R. Pettit, N. Galiano; G. Glover, Piers Island; Kerry Wheeler, Piers Island; D. Monroe, Pender Island; K. Stobart, Mayne Island; G. McLean, Sidney island; B. Mabblerley, Director's Alternate

**Regrets:** R. Weeks, Mayne Island; D. Howe, Director, W. Quinn, Saturna Island

**Guest:** Chief Charlie Boyte, Pender Island

**Staff:** C. Cowan, CRD Protective Services Manager - Electoral Area Fire and Emergency Programs; M. Hutmacher, CRD Protective Services – Electoral Area Emergency Services Coordinator; B. Prochaska, SGI Emergency Program Coordinator; S. Brayford, Recording Secretary;

1. **Call to Order:** J. Wiznuk called the meeting to order at 9:00 am.
2. **Welcome and introduction:** J. Wiznuk invited each member to introduce themselves in turn.
3. **Approval of the Agenda:**

The following recommendations were made:

That Area Coordinator's report be moved to Item 12 and Correspondence be moved to Item 11.

**MOTION:** It was moved by B. Mabblerley, and seconded by R. Pettit that the agenda of the Southern Gulf Islands Emergency Program Advisory Commission be approved as amended.

**CARRIED**

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

**MOTION:** It was moved by S. Luttmer and seconded R. Pettit, that the minutes from the September 19, 2018 meeting of the Southern Gulf Islands Emergency Program Advisory Commission be approved as circulated.

**CARRIED**

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

**a. CWPP**

A discussion was held and there was general consensus that the next meeting be held in March 2019.

**b. Update on initiative to recognize EP Volunteers**

C. Cowan read a written report outlining the initiative to recognize EP Volunteers. He circulated an example of similar recognition items for Fire Departments.

Discussions were held regarding increments for awards, the medium for the award (pin or medal), and similar federal/provincial awards that are also available.

J. Wiznuk provided recommendations for companies that design and produce such products.

Kerry Wheeler volunteered to gather the data regarding the EP Volunteer Coordinators (names, years of service, etc) and recommended focusing initially on that group before branching out to other volunteers and award streams.

There was general consensus that B. Prochaska and Kerry Wheeler shall report back at the next meeting

**c. Update on Galiano Island Fire smart**

S. Luttmer provided an update, noting that the project has not moved forward as it is still awaiting a meeting with the local school.

J. Wiznuk reported that the Saturna Island Fire Smart is in the process of applying for additional funding, but has not received an announcement at this time.

**d. Update on Island EPC cell phone reimbursements**

C. Cowan provided an overview of the process for reimbursement, noting that the two options are either that the EPC submit a copy of their cell phone bill or that the CRD provide phones. He confirmed that the bill submitted does not need to be highlighted or redacted.

A discussion was held regarding the drawbacks of providing phones to the EPCs. It was noted that those who do not have personal phones, have the option of receiving a CRD-provided phone.

It was noted that phones, including personal phones, are subject to Freedom of Information Act requests when used for CRD business.

There was general consensus that EPCs, Deputy EPCs, and other members demonstrating a need shall receive a \$20 reimbursement after submitting an invoice.

**e. Commissioner Term Renewals**

C. Cowan provided an overview of the matter, noting that the process for extending a Commissioner's service beyond the 3-term limit begins with a staff report to the Electoral Area Services Committee.

J. Wiznuk confirmed that G. Glover, S. Luttmer, and J. Wiznuk would be willing to renew beyond the 3-term limit.

He also noted that D. Munroe will be willing to stand again for his second term and C. Boyte will be returning for a first term, following a 1 year break from his previous 3-terms of service.

A discussion was held regarding elimination of the 3-term limit. There was general consensus that the 3-term limit remain and that, in this instance, the extensions be sought.

**MOTION:** It was moved by D. Munroe, and seconded G. McLean, that the Commission direct C. Cowan to create a staff report initiating discussion on term renewals, specifically the word “unique” in the bylaw. **CARRIED**

**MOTION:** It was moved by K. Stobart, and seconded G. McLean, that the Commission direct C. Cowan to create a staff report to present the following Commissioners for appointment/reappointment: J. Wiznuk, G. Glover, S. Luttmer, C. Boyte, and D. Munroe. **CARRIED**

## **6. CRD Director’s report**

B. Mabberley noted that the CRD Director is very interested in supporting the Fire Smart programs on the islands.

## **7. Chair’s Report**

J. Wiznuk read a written report, highlighting the recent removal of CRD Protective Services administrative support from the Commission.

C. Cowan provided an overview of the matter, noting that the past support provided was outside of the scope of the employees performing the tasks.

A discussion was held regarding the services that were previously provided and the options for moving forward, including re-negotiating employee scope within the CRD or having the Commission hire a contractor.

There was general consensus that C. Cowan will continue to investigate the internal options for providing administrative support and coordinate with B. Prochaska prior to the next meeting.

## **8. Finance Reports**

It was noted that the reports were circulated prior to the meeting.  
By general consensus the reports were accepted as presented.

## **9. CRD Protective Services report**

C. Cowan provided a report, including the following points:

- Federal and Provincial grant funding is being requested to complete Tsunami modelling for the region.
- Several requests have been received for additional Fire Smart funding and one region-wide application for the Community Resiliency grant, for the maximum allotment, will be submitted.
- A \$25,000 grant is being sought for funding to map Electoral Area Emergency Evacuation Routes.
- Introduced Melody Hutmacher and provided an overview of her new role.
- A Hazard-Risk Vulnerability Workshop was held to develop a Regional Hazard Vulnerability program that addresses snow, earthquake, and wind.

A discussion was held regarding evacuation processes and the roles of inter-agency collaboration.

#### **10. Area EP Coordinator/Emergency Social Services Director combined reports**

It was noted that the report was circulated prior to the meeting.

A discussion was held regarding the moving of the Communications Trailer to Galiano Island. It was noted that the Radio Room in the office on Pender Island will need to be completed prior to moving the trailer.

There was general consensus that the trailer's relocation and its function as either a mobile EOC or as a mobile ESS will be considered at the next meeting.

#### **11. Correspondence**

J. Wiznuk read a correspondence from R. Weeks, who sent his regrets. The correspondence outlined concerns with the EP on Mayne Island and requested that the Commission put forward solutions.

B. Prochaska provided an overview of the status of the Mayne Island program, including the following points:

- The program has not been able to secure a new EP Coordinator to replace the retirement of the past coordinator, G. Wise. However, G. Wise is still very active in the program as the Senior Duty Officer and duty officer staffing levels are comparable to the other islands.
- The Area EPC has recruited a new deputy ESS Director who has been extremely active in training and recruitment.
- Overall, the Southern Gulf Islands has the strongest and largest ESS team of the three CRD electoral areas. As well, island ESS members are trained and available to support their sister islands, as needed.
- The Area ERC role has been filled by Ian Elliot who will mentor a deputy ERC on each of the islands to strengthen Area emergency communications.

It was noted that a shortage of members is an ongoing challenge for many volunteer groups and there was general consensus that the program advertise quarterly, using social media options as well.

There was general consensus that R. Weeks be advised by B. Prochaska of the status of Mayne Island ESS to address his concerns and also of the increased effort to recruit volunteers.

## **12. New Business**

### **a. Funding support for new South Galiano Fire Hall**

J. Wiznuk announced that South Galiano received a positive result on their referendum for a new hall.

S. Luttmmer provided an overview of the project, including the facilities that will be used by the Emergency Program. He noted that financial support would be appreciated.

J. Wiznuk noted that there is a tradition of providing funding in exchange for a commitment of partnership for EP use of the facility and storage. He noted that a usual amount is \$20,000 and that those funds are drawn from the Operating Reserve.

A discussion of the Operating Reserve was held and also the type of support that could be provided.

There was general consensus that the matter be discussed at the March meeting and a motion to provide funding be considered at that time.

A discussion was held regarding the past practices for providing similar support and consideration of formalizing the process in the future.

### **b. New Training delivery for 2019**

B. Prochaska reported that preliminary discussions are underway to reshape the training delivery model to include new delivery methods. She provided an overview of the challenges to the training, the recommendations for improvement, and the three members who could potentially provide new training services.

It was noted that the proposed program would not require additional funds.

A discussion of the benefits of the proposed program was held and there was general consensus that development of the new program will be supported.

## **13. Other Business**

B. Prochaska noted that the CWPP funding deadline is approaching and Pender Island, in particular, will need to be considered. There was general consensus that she shall coordinate

with C. Cowan to ensure that Pender Island's requirements are included in the broader grant application.

**14. Next meeting: January 17, 2019**

**a. Tour of EMBC**

J. Wiznuk noted that a tour of EMBC is an option as part of the next meeting.

B. Prochaska recommended that the tour be held at 1300h following the regular meeting at 0930h, which would be held at the Central Saanich Fire Department's meeting room.

There was general consensus that this shall be arranged, subject to confirmation of attendance of a quorum.

**D. Munroe moved that the meeting be closed at 11:28 am.**