



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



Minutes from January 16th, 2019 at 0900 hrs
Central Saanich Fire Hall, 1512 Keating Cross Road

Attended: J. Wiznuk, Saturna Island; S. Luttmer, S. Galiano; R. Pettit, N. Galiano; K. Keatts, Piers Island; G. McLean, Sidney island; B. Mabblerley, Director's Alternate; C. Boyte, Pender Island.

Regrets: K. Stobart, Mayne Island; W. Quinn, Saturna Island; D. Monroe, Pender Island; G. Glover, Piers 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. Melody Pender (Minute taker)

1. **Call to Order:** J. Wiznuk called the meeting to order at 9:02 am.
2. **Welcome and introduction:** J. Wiznuk invited each member to introduce themselves in turn.
3. **Approval of the Agenda:**

MOTION: It was moved by S. Luttmer 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 R. Pettit and seconded G. McLean, that the minutes from the November 21st, 2018 meeting of the Southern Gulf Islands Emergency Program Advisory Commission be approved as amended. **CARRIED**

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

Brigitte confirmed EMBC tour (to follow Commission meeting) participants as J. Wiznuk, S. Luttmer, R. Pettit and K. Keats.

- a) Update on Galiano school Fire Smart Project S. Luttmer noted meeting with school officials scheduled for next week to further discuss.

- b) Update on initiative to recognize EP volunteers
A discussion was held regarding recognition for EP Volunteers. Several options were presented.

MOTION: it was moved by G. McLean and seconded by S. Luttmer that the draft letter of appreciation as presented be sent to those identified by the leaders on each island.

CARRIED

Further discussion ensued on possible recognition pins. Several options were presented and it was recommended that incremental years (3,5 or 10) or hours of service may be appropriate. B. Prochaska and K. Keats will move forward with this project and do some mock ups for the commission to review by email.

MOTION: C. Boyte moved and seconded by S. Luttmer that we support moving forward in the purchase and distribution of the pins for volunteers after mock up samples have been circulated and approved.

CARRIED

B. Prochaska proposed a perk for the Island Coordinator position could be a small fuel generator, enough to power laptop, cell phone, a few lights etc. this would help them to continue to stay connected, one for each island 5 x \$400-\$500 owned by the program and stays with the position? The Co-ordinator would assume the maintenance program of the generator through the CRD. C. Cowan mentioned they are in the process of developing an AAR (after action report) where needs will be identified and an opportunity to create support package or GO kit which would encompass this generator.

- c) Commissioner Term Renewals: the advisory commission is governed by By-law 3749 as it was identified that there is a three term limit (2 terms) for a total of 6 years. This can be extended at the determination of exceptional circumstances by the regional director. Bylaws are currently being reviewed for all commissions and until changes are implemented the decision lies with the Area Director.

6. CRD Director's report: no report

7. Chair's Report

J. Wiznuk read a written report, highlighting B. Prochaska's above and beyond performance during the December 20th windstorm. (see attached)

8. Finance Reports

It was noted that the reports were circulated prior to meeting.
An overview was given by B. Prochaska followed by discussion.

MOTION: R. Pettit moved S. Luttmer seconded to accept the finance reports as presented.

CARRIED

9. CRD Protective Services report

- a) Focus is currently on the AAR. They are gathering as much information as possible from CRD staff, executive, Integrated Water, each of the island emergency program coordinators, Islands Trust, BC Hydro, Telus etc. looking for feedback and identifying lessons learned.
- b) Submitted an evacuation and fire smart training grant application for the 3 EAs.
- c) Advised that Commission administrative support has been resolved.

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

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

a) Pender Island Community Hall as Reception Centre

- a. Technically not one of their facilities as they didn't have a generator, however they have acquired one with support from Director Howe. Legion and Anglican hall are designated Reception Centres. During the windstorm the Community Hall proved to be a valuable asset in part due to their proximity to the Fire Hall, people were able to get there and the other designated centres were not accessible. The relationship worked really well. C. Cowan supported its inclusion in the AAR and advises to start to review its feasibility and how the program can support it.

MOTION: C. Boyte moved and seconded G. McLean the request that the program enter into discussion with the Pender Island Community Hall to establish it as a ESS Reception Centre,
CARRIED

b) Windstorm expense re-imbursements

How can we expedite payment for small business or people paying for things ie. Food for volunteers from.

MOTION: G. McLean motions and C. Boyte seconded that CRD Finance reimburse suppliers in a timely and efficient manner as possible.
CARRIED

Windstorm debrief:
Communication

- discussed how to communicate when modern modes are not working. On Saturna Telus is out after 48 hours based on size of battery. Since 1995 Fire Dept has tried to get this changed and allow access but Telus won't allow it. Calls to Telus were giving reconnect dates – if communication is going to be out for a long period of time he would like to go back to a dispatch system on wheels. Need a way to get a physical message out.

- Discussed hand written notices – on sandwich boards, mail boxes, water boards, bulletin boards
- Text messages
- Team at the fire hall to manage messaging?
- Opened discussion on CREST and using the radio at certain times so there is less traffic on it and it can be used for more serious emergencies

Early warning preparation

- Put things into motion depending on predicted wind strength and direction
- Hydro crews on island so they don't need to try and get to the islands
- Working with hydro crews for priority calls

Emergency notification system

- At what point can an emergency notification system be used especially with such a wide spread event. B. Mabberley suggested it could have been used but wasn't asked for and wasn't sure how many people have signed up for it. Messages were used mostly on social media, Facebook, twitter etc.

- It was difficult for people to get out and give a damage assessment and a way to tell people to shelter in place.
 - Communication went down almost instantly, the storm came on so quickly
- C. Boyte discussed the Pender Island Elementary School situation when children were unable to get home and across wire lines. Further work re emergency plans for schools.

11. Correspondence

Letter from W. Quinn received and distributed prior to meeting. It was noted that issues raised in the letter had already been addressed.

12. New Business

- a) Minute taker expense – see point 9 - C

13. Other Business: none

14. Next meeting: March 20th, 2019 (location TBD)

J. Wiznuk moved that the meeting be adjourned at 12:10pm.