



## **SOUTHERN GULF ISLANDS EMERGENCY**

### **PROGRAM ADVISORY COMMISSION**

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

**Minutes from September 18, 2019 at 0900**

**Lebbetter Board Room, Mary Winspear Centre, 2243 Beacon Ave, Sidney BC**

**Present:** (Chair) J. Wiznuk, Saturna; R. Pettit, North Galiano; K. Stobart, Mayne; C. Boyte, Pender; G. Glover, Piers; K. Keatts, Piers; G. MacLean, Sidney; L. Cunningham, Saturna; S. Luttmer, South Galiano; CRD Director Howe

**Guests:** Fire Chief K. Harris, N. Galiano, SSI Fire Chief A. George

**Staff:** B. Prochaska, SGI Emergency Program Coordinator; J. Reimer, Manager of Electoral Area Fire & Emergency Programs; C. Patton, CRD Recording Secretary

1. **Call to Order:** J. Wiznuk, Chair, called the meeting to order at 09:01 am.
2. **Welcome and introductions:** Territorial acknowledgement was given to the W'sanec Peoples, whose traditional lands we're meeting on today. The chair welcomed the Commissioners to the meeting and asked for introductions around the room.
3. **Approval of agenda:** Evacuation Route Planning, Windstorm AAR, Community Wildfire Protection Plans (CWPP) Funding Updates; FireSmart Funding for Pender & Saturna were added to the agenda under item #12 New Business. It was confirmed that the Galiano Health Care Generator request is on the agenda under item 11 Correspondence.

**Motion to approve September 18, 2019 meeting agenda as amended.**

**Move – K. Stobart; Second – G. MacLean; CARRIED**

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

**Motion to approve May 15, 2019 meeting minutes as distributed.**

**Move – C. Boyte; Second – Director Howe; CARRIED**

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

- a. **Pender and Saturna – School Fire Smart Program (S. Luttmer):** Director Howe provided an update and indicated that possibly gas tax funds, community works funds or UBCM grant may be available for this initiative for the schools. This item is tabled until Director Howe can provide further information.

**TABLED**

**9:25 am - J. Reimer entered meeting**



## **SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION**

- b. Commission Membership Renewals/Resignations:** It was reiterated that the Area Director puts forth names to the CRD Board for Commission membership appointments. Discussion ensued around a formal acknowledgement from retiring or resigning Commission members. There's a lack of a mechanism to inform the CRD of departures which would then prompt a name being put forward to the Director for a replacement Commission member.

**Motion that Commissioners retiring or resigning from this Commission will inform the SGIEPAC Chair, Emergency Program Coordinator, and the Manager of Electoral Area Fire and Emergency Programs of their leaving, preferably by letter, email, or text message, as soon as possible after their decision. This facilitates the administrative work necessary to keep Commission lists current and accurate, and allows for timely housekeeping matters to be taken care of.**

**Move – J. Wiznuk; Second – Director Howe; CARRIED**

- c. Volunteer Service Pins:** Ideas were presented. It was noted that there are many long term (more than 10 years). Colour will be in the centre of the pin.

**Motion to move forward with 3 pin designs/colours bronze, silver and gold for volunteer recognition, subject to funding/pricing of pins.**

**Move – C. Boyte; Second – Director Howe; CARRIED**

- d. Mobile Sprinkler Units to Saturna IR No. 7:** Background was provided to the Commission. Thankfully, the area made it through the fire season without incident and sprinkler units were not deployed.

- 6. Director's report:** Jonathan Reimer, new Electoral Area Fire and Emergency Programs manager, was welcomed to the meeting. Budgets are underway and some minor adjustments might be achievable.

- 7. Chair's report:** Chair Wiznuk provided a verbal report of program and Commission activities. CRD Executive Office has recently conducted Commission orientations which Chair Wiznuk found very informative. From that orientation session, it was noted that the Commission meeting agendas are to be posted on the CRD website 72 hours in advance of the meeting. Also reiterated was Commission vacancies need to be posted.

**ACTION ITEM:** C. Patton to query with Executive Office exactly what is considered a notice of an upcoming meeting.

- a. 2020 Commissioner Handbook:** Chair Wiznuk stated the website link where printable copies of the Commissioner Handbook can be found.

- 8. Finance reports:** The July report was circulated in error and the August report was circulated at the meeting.



## **SOUTHERN GULF ISLANDS EMERGENCY PROGRAM ADVISORY COMMISSION**

**Motion to receive August financial summary, as circulated.**

**Move** – G. MacLean; **Second** – G. Glover; **CARRIED**

9. **CRD Protective Services report:** Jonathan Reimer provided a brief overview of his background. He's looking forward to meeting the Electoral Area Fire Chiefs. Jonathan is looking to get up to speed on CRD policies and procedures and is getting familiar with the CRD's budget process.

Extensive discussion ensued around honorariums for Community Coordinators. Larger islands were to potentially receive \$2,400.00 and the smaller islands were to receive \$1,200.00.

**Motion to split honorariums equally among five (5) islands.**

**Move** – C. Boyte; **Second** – G. MacLean; **CARRIED**

A finance sub-committee, comprised of J. Wiznuk, K. Stobart, C. Boyte and B. Prochaska will meet to discuss possible budget edits. Edit suggestions will be emailed to CRD and Director Howe.

10. **Area Coordinator/Emergency Support Services:** No questions arose because of the report. Saturna appreciated the Communications overview presentation that I. Elliott provided. It was noted that frequent communications overviews would be good.

**Motion to receive the consolidated area report.**

**Move** – C. Boyte; **Second** – R. Pettit; **CARRIED**

Recognition of the passing of communications coordinator Peter Midgley and long standing ESS member, Rachel Bandelow. Mayne island Community Coordinator, Gerrie Wise, took a fall and incurred an injury but seems to be recovering nicely. The CRD had sent cards thanking the volunteer's family for their dedicated service and wishing G. Wise a speedy recovery.

### **11. Correspondence:**

- a. **Email from M. Hoebel re: diesel generator for Health Centre:** During the December windstorm the Health Care unit's generator ran out of fuel as the generator was too small to be run that long. Director Howe noted that the Federal Government has said that health care units do not qualify for any grants. It was also noted that a Grant-In-Aid (GIA) is not available to any fire departments who receive public funds via requisition. It is acknowledged that this request is outside of the Emergency Program Act, which is the governing Act for the SGI Emergency Program and the mandate of the SGI Commission, therefore this is outside the purview of our mandate.



**SOUTHERN GULF ISLANDS EMERGENCY  
PROGRAM ADVISORY COMMISSION**

- b. **Email from B. Angelopolous – handed out at meeting re: Galiano Health Care Centre Generator:** Discussed above under item 11e.

**12. New Business:**

- a) **Evacuation Route Planning:** No update was provided.

**ACTION ITEM:** J. Reimer to email the Commission, an update on the Evacuation Route Grant.

- b. **Windstorm After Action Report (AAR) and Analysis:** It was reiterated that this AAR is not to be shared with anybody other than the Commission. Extensive conversation occurred. The importance of Situational Reports (Sit Reps) was conveyed, which feeds information from the scene/site up to the Area EOC, then onto the CRD EOC. There was a hope that the utilities (hydro) would do a better job of communicating to the Emergency Program.
- c. **Community Wildfire Protection Plans (CWPP) Funding For Updates:** CWPP's are nine (9) years old and require updating. Many things have changed and there's no mention of Climate Change, which has an impact on the CWPP's.
- d. **FireSmart Funding for Pender & Saturna:** Some FireSmart Commissions are forming and it was suggested that other islands should sit on the FireSmart Commissions (ie: Saturna FireSmart Commission, Pender or Galiano would sit on that Commission and vice versa).

A CWPP Working Group meeting will occur after the November SGI Commission meeting.

**ACTION ITEM:** M. Hutmacher to provide update on FireSmart Grants.

**13. Other Business:** None

**Meeting Adjourned at 11:52 am hrs.**

- 14. Next meeting:** 0900 hrs Wednesday, November 20, 2018 at Mary Winspear Centre (With CWPP Working Group meeting to follow in the afternoon).