



**DISTRICT OF SOOKE**  
**Emergency Planning Committee**  
Meeting held May 24, 2016  
Council Chamber, 2225 Otter Point Road

**Committee Members Present:**

George OBriain, Chair  
Councillor Brenda Parkinson  
Fire Chief Steve Sorensen  
Staff Sgt. Jeff McArthur – Sooke RCMP  
Jeri Grant, JDF Emergency Program Coordinator  
Christina Johnston, VIHA  
Richard McLeod, ESS Coordinator (non-voting)

**Regrets:**

Metchosin Fire  
Sooke Emergency Medical Services  
School District #62  
Sooke Amateur Radio  
T'Sou-ke Nation

**Staff:**

Jan Stope, Recorder

1. **Call to Order**

The meeting was called to order at 10:06 a.m. by Chair, George OBriain

2. **Approval of the Agenda**

**MOVED** to approve the agenda as circulated.

**CARRIED**

3. **Approval of Minutes:**

**MOVED** to approve the minutes of March 22, 2016 as circulated.

**CARRIED**

4. **Unfinished Business**

a) **Muster Point Signage:**

**Updates:**

Discussion:

- The Fire Chief circulated a design for signage that is intended to inform residents where to go (Sooke Community Hall) in the event of a significant emergency.
- It was suggested that the signs should be similar in size to real estate signs.
- Prime locations discussed would be any public buildings such as, the Sooke Royal Canadian Legion, SEAPARC, Sooke Ambulance Station, Sooke RCMP Station, Sooke Municipal Hall and the Sooke Community Hall.
- \$10,000 is earmarked for the Emergency Planning budget. .Any signage for emergency preparedness would come from the emergency planning budget.
- Chair, George OBriain, also suggested promoting the Reception Centre location in the local newspapers.

**ACTION:** Chair, George OBriain to contact the Sooke Community Association to revisit the matter of muster point signage at the Sooke Community Hall.

**ACTION:** Fire Chief will confirm the number of signs required and get the costs to have them made.

**b) Strategic Planning:**

**Updates and Strategies for Recovery and Mitigation:**

**Discussion:** No discussion

- Chair would like to keep this on the Agenda for the next meeting. Waiting for direction from the Fire Commission re: the direction to take in regards to Strategic Planning.

**c) Neighbourhood Emergency Preparedness Groups – Updates**

**Sooke ESS Volunteer - Ron Bilinsky**

- Ron Bilinsky provided an update on the NEPP Committee. They are making great progress and will continue to meet throughout the summer.
- To date fourteen Sooke residents have signed up to be POD Captains in their neighborhoods and the plan is to be up and running by the fall.
- Sooke RCMP Block Watch has two residents interested in being involved in this program.
- Tuesday, June 7, 2016, at 7:00 p.m. The Mormon Church congregation is having an emergency planning meeting in the Sooke Council chamber for its members. Several Sooke ESS members will also be involved and the public is welcome to attend.
- The ESS Coordinator announced that other newly formed committees are up and running. Some well on their way and others still in the organizing stages.

**d) Budget & Finance**

- Emergency Program staying where it was – \$10,000

**e) Appointment of ESS Coordinator**

- Rick McLeod officially retired as of May 8, 2016. He has been the ESS Coordinator for seven years.

**5. New Business**

**MOU with School District 62 – Emergency Lodging / Shelter**

- Fire Chief reported that Rick McLeod and he met with Jim Cambridge, the Superintendent of Schools, for School District 62. Mr. Cambridge was very supportive about Edward Milne and other local schools being utilized as Emergency Lodging Shelters if required
- Mr. Cambridge has drafted a Memorandum of Understanding (MOU) to establish an official partnership between SD 62 and the District of Sooke.

**6. Events**

**Quake Cottage – Portable Earthquake Simulator – Sunday, May 22, 2016**

**Discussion:** Organizers and participants agreed that the “Quake Cottage Event” was a huge success in every way.

- Thanks to the Insurance Bureau of Canada, CRD and other sponsors, the Quake House was provided to Vancouver Island communities at no cost.

- It was very steady throughout the day with over 500 people, of all ages taking the opportunity to experience an 8.0 magnitude earthquake.
- A successful family event with something for everybody.
- Fire Chief reported that a total of \$550.00 was raised by donations from the public. These monies will go to the Red Cross for the Fort McMurray fire victims.
- Sooke and JDF ESS members were manning tables, providing handouts and a variety of emergency preparedness information to the public. Having a presence there was very beneficial since five residents will be joining the Sooke ESS team.
- Six year old Brennan Heal, from Sooke, was Shake Out BC's 2<sup>nd</sup> place winner of their poster / video contest. He will be attending tonight's ESS meeting to be recognized for his achievement.

## 7. Training : Update

### District of Sooke - EOC Training

- The Fire Chief sent a series of emails to staff and other participants, relating to the simulated wildfire scenario before the EOC was activated.
- The EOC training exercise for all staff and other invited services turned out to be more like a roundtable discussion due to lower than expected attendance from staff.
- District of Sooke CAO, Teresa Sullivan and Gabryel Joseph, Director of Corporate Services were in attendance for the morning session. This was their first opportunity to learn more about what goes on inside the Sooke Emergency Operations Centre.
- RCMP Corporal Joe Holmes was in attendance and very helpful, as was Jeri Grant, JDF's Emergency Program Coordinator
- Local Media was also on hand for briefing and press release information
- Rick McLeod was present as the ESS Director – ESS Volunteers were on standby for a possible Reception Centre evacuation.

### JDF – Registration & Referrals Course – Saturday, June 04, 2016

- Jeri Grant noted that thirteen people have signed up for the full-day course being held at the CRD building in Otter Point.

### EOC course - January

- Fire Chief announced that there will be a new EOC course (Applied EOC) being held at the SFRS department in January.

## 8. Roundtable

- **Staff Sgt. Jeff McArthur**
  - Reported that the May long weekend was quieter than expected.
- **Fire Chief**
  - Fire Chief reported that calls have been steady as expected for this time of the year.
- **Jeri Grant**
  - Announced a Wildfire roundtable being held next Tuesday, May 31<sup>st</sup>, for all local fire departments, the Wildfire management branch, RCMP, Ambulance, CRD Parks and EMBC.
  - Had a “**Beat the Wave**”, tsunami evacuation drill in Otter Point with twenty-seven people in attendance.
  - Port Renfrew tsunami siren test (twice a year) went well.
  - Siren system for Jordan River – a contract has been signed by the CRD and also by UBC, who designed the siren system.
  - Funding was from BC Hydro because of the risk of a breach of the Jordan Dam System should there be an earthquake 8.0 or higher.
- **Christina Johnston – VIHA**

- Announced that VIHA is currently recruiting a new coordinator for the South Island and that she will continue to represent VIHA on the Emergency Planning Committee until the new coordinator has been selected.
- **Richard McLeod**
  - Will be conducting a fire / emergency drill at the Sooke Co-op Housing for the residents this Wednesday. It's important to meet with seniors and the schools to help get the emergency preparedness word out.

9. **Public Input:**

- Ron Bilinsky reminded those present about the upcoming **Exercise Coastal Response 2016 Southwestern British Columbia – A Full-scale Earthquake and Tsunami Response Exercise from June 7-10, 2016.**
- Emergency Communications Centre in Sooke may be participating in the coastal exercise, which may be a good opportunity to observe our HAM radio operators in action.
- Kathleen Sutherland, Metchosin NEPP, appreciates being able to attend these meetings.

10. **Next Scheduled Meeting:**

- Tuesday, July 26, 2016 at 10:00 a.m.
- Meetings – Every two months on the fourth Tuesday of the month.

11. **Adjournment:**

**MOVED** and seconded to adjourn the meeting at 11:04 a.m.

**CARRIED**

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Chair

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Corporate Officer