



EMERGENCY PLANNING COMMITTEE
Tuesday, July 28, 2015 at 9:00 am
Location: Council Chambers

Agenda

<i>Item</i>	<i>Page #</i>
1. Call to Order	
2. Approval of Agenda	
3. Approval of Minutes:	
• May 26, 2015	1
4. Amended Terms of Reference	
• Council Resolution June 22, 2015	7
• Amended Terms of Reference	9
5. Grant Manor Fire	--
• Lessons Learned	
6. 2015 VIEP Conference	--
• Profit – Wish List	
7. Emergency Supplies:	--
• Shipping Container Update	
8. Fire Department:	--
• The Future of Wildland Fire Management in Sooke	
9. Working Group	--
• Recovery and Mitigation Strategies following a disaster	
10. Discussion:	
11. Public Input	
12. Schedule Next Meeting:	
• September 22, 2015 at 9:00 am	
• Meetings – Every two months on the fourth Tuesday of the month	
13. Adjournment	



DISTRICT OF SOOKE
Emergency Planning Committee
Meeting held May 26, 2015
at 9:00 am
Council Chamber, 2225 Otter Point Road

Committee Members Present:

Jeri Grant, JDF Emergency Program Coordinator
Bryon Longeway, Sooke EMS Chief
Alison Makkinga, SD #62
Dick Nimmo – Sooke Amateur Radio
George OBriain, Chair

Staff:

Richard McLeod – Deputy Chief-Sooke Fire Rescue
Steve Sorensen, Fire Chief-Sooke Fire Rescuer
Jan Stope, Recorder

The meeting was called to order at 9:04 a.m.

1. **Approval of the Agenda:**

MOVED and seconded to approve the agenda as circulated.
CARRIED UNANIMOUSLY

2. **Approval of Minutes:**

MOVED and seconded to approve the minutes of April 22, 2015 as circulated.
CARRIED UNANIMOUSLY

4. **Review Committee Terms of Reference:**

Committee Discussion: Recommendations

- In “Membership” add T’Sou-ke Nation to the list
- Four year instead of one year term
- The Committee members would like to meet bi-monthly instead of quarterly

MOVED and seconded to recommend that Council amend the Emergency Planning Committee Terms of Reference to include a representative from T’Souke First Nation under “Membership.”

CARRIED UNANIMOUSLY

MOVED and seconded to recommend that Council amend the Emergency Planning Committee Terms of Reference that Committee meetings be held every two months or at the call of the Chair.

CARRIED UNANIMOUSLY

5. **Election of Chair:**

MOVED and seconded to appoint George OBriain as Chair of the Emergency Planning Committee.

CARRIED UNANIMOUSLY

6. Fire Department Update

Fire Chief Sorensen reported on the following:

- **Strategic Plan** – Currently working on a Request for Proposal to develop a strategic plan for the Fire Department, which will include short and long term goals
- **Staffing over summer months** there has been a decline in the number of Volunteer Firefighters.
 - Staffing of volunteer firefighters is at an historic low; current numbers of volunteers including career staff is at 28.
 - It should be noted that the majority of the volunteers work out of Sooke during the day
 - Pilot Project - Sooke Fire Rescue and Metchosin Fire Department will be pooling their resources and working together on the recruitment and training of new volunteers
- **Upcoming Public Education Events** – Sooke Fire Rescue Support Services – 7:00 p.m. in the Council Chambers.
 - **May 27, 2015** Fire Smart
 - **June 24, 2015** Earthquake Preparedness Workshop
 - **Sept. 23, 2015** Portable Fire Extinguishers
 - **Oct. 28, 2015** Fire Safety for Restaurants and Commercial Cooking Facilities
 - **Nov. 24, 2015** Winter Storms – what do you need to be prepared

7. Ambulance: Bryon Longeway

- **Service**
 - Ambulance service delays are becoming a real issue in our community, especially since Sooke is considered a rural area
 - ORH was contracted to do a review of the ambulance service and hopefully some of their recommendations will be implemented
 - SFRS first responders are impacted by longer times spent on the scene
- **Service Agreements** - The Committee discusses the importance of having service agreements in place in some key areas in preparedness for disaster response
 - **Ayre Manor** – Ideal triage centre – Mr. Longeway has met with staff at Ayre Manor, but at this time no agreement has been entered into
 - There are seven doctors in Sooke, but not all of them live in Sooke. It was suggested to meet with the doctors to see what protocols they have
 - **Pharmacy's** – For assistance with medical/pharmaceutical supplies
 - **Fuel Supply** – Ambulance, Sooke RCMP and some SFRS vehicles have gone to gas. It's important to have agreements in place to access fuel in the event of an emergency
 - **Schools** – Ideal buildings for Reception Centre's - lots of space, kitchens, washrooms, showers and buses
- **LEAVE service agreements on the agenda** – George O'Brien, Jeri Grant and Fire Chief Sorensen will look into drafting an agreement

8. **Emergency Plan:**

- **Review and Update** – Fire Chief Sorensen
 - Annual review and update if necessary
 - Staff will send link to the Committee for their review and to bring their ideas to the next meeting
 - Fire Chief Sorensen suggested that the CRD Water – Sooke Dam Breach map be included in the Emergency Plan
- **Emergency Exercise** – The Committee discussed the importance of having a full scale exercise that would include Sooke ESS members and District of Sooke staff who have attended EOC training sessions led by Fire Chief Sorensen.
 - It was suggested that the Committee observe an EOC scenario exercise sometime in the Fall

9. **Emergency Supplies:** Fire Chief Sorensen provided a brief history on the containment and absorbent boom inventory that was acquired as a result of the Exxon Valdez spill

- **Oil Boom**
 - Coast Guard has removed their building that housed the boom at the end of Whiffin Spit. The containment boom that was stored in that building has been placed in a shipping container at the same location
- **Stockpile Locations**
 - The boom supplies are currently being stored at several locations including Sooke Fire Hall, Wharf at Prestige Hotel, Jenkins Marine, Kaltasin Road and a 40' trailer on McMillan Road.

MOVED and seconded to direct the Emergency Program Coordinator to bring forward a report to Council on the re-location of the oil boom containment supplies to a suitable storage location in the District of Sooke.

CARRIED UNANIMOUSLY

10. **Wildfire:**

- **Roundtable Meeting May 12, 2015 - Jeri Grant**

Ms. Grant provided an overview of the following:

 - *Wildfire Suppression with Local Government Standard of Operating Guidelines* – the new guidelines were reviewed and discussed by the Committee
 - *Wildfire Management BC* – Gene Drew, Cobble Hill Fire Chief and Forest Protection Technician, is the new SVI local contact for the BC Forest Service, replacing Glenn Poffenroth.
 - Mr. Drew delivered a power-point presentation on the Coastal Fire Centre, Wildfire Management Branch. The presentation provided a program overview, a recap of the 2014 fire season, and the anticipated 2015 fire season.
 - Fire crews working under the Coastal Fire Centre:
 - § 3 initial attack crews (3 persons each) at the Cobble Hill fire station
 - § 19 attack crews in total
 - § 5-20 person sustained action unit crews – 2 unit crews based in Fraser, 2 unit crews based in Pemberton, and 1 unit crew based in Port Alberni
- **Community Wildfire Protection Plan (CWFP)**
 - The Committee will review the *Community Wildfire Protection Plan* for Sooke and see what has been accomplished and discuss how to move forward with the plan

11 **Tsunami:**

- **Signage** – Fire Chief Sorensen
 - Entering Tsunami Zone signs have been installed at Park Isle Marine, and at the entrances of Whiffin Spit Park, Ella Beach Park and Billings Park
 - Two of the signs by Park Isle Marina have been removed (vandalized)
 - It was suggested that the signs on West Coast Road near Park Isle Marine should also have a sign “Leaving Tsunami Zone”

12 **2015 VIEP Conference:** Fire Chief Sorensen

- The VIEP Conference was a success due to the organization by staff and many volunteers; there were 200 paid delegates who attended the Conference including 50 speakers and volunteers
- The delegate’s feedback was very positive on the venue and the quality of the speakers and session topics
- There will be small profit made from the VIEP Conference and it was suggested that some of the profits be used to benefit Sooke in the area of Emergency Preparedness

MOVED and seconded to recommend that Council approve the funds received from the 2015 VIEP Conference be used towards the sorting, relocation and storage of oil containment boom supplies.

CARRIED UNANIMOUSLY

13. **Discussion:**

The Committee discussed several new items:

- **Alert Ready System – The Weather Network**
 - Alert Ready is a system that allows Canadian government officials at the Federal, Provincial and Municipal level to issue all types of public safety messages. Media companies, including television, radio stations and websites access the alerts and relay them to their consumers
 - Ms. Grant noted that the LG EPAC (Local Government Emergency Program Advisory Commission) has also been discussing this system
- **Public Warning Systems**
 - The use of warning sirens was also discussed
- **Emergency Supplies on the East Side of the Sooke Bridge**
 - There are no emergency supplies east of the Sooke bridge

MOVED and seconded to recommend that Council approve funding up to \$5,000 for the purchase of a sea can and emergency supplies to be located on the east side of the Sooke River Bridge.

CARRIED UNANIMOUSLY

14. **Public Input:**

- Ron Bilinsky informed the Committee members of the upcoming **Scouts Canada Pacific Jamboree at Camp Barnard July 11-18, 2015**
 - 400 volunteers will arrive on July 6, 2015 and 2,500 scouts will arrive on July 11, 2015
 - Emergency Planning: Several disaster scenario exercises have been carried out. One for fire and one for a measles outbreak. The last exercise will be procedures to follow in the event of a lost child

- Planning ahead for a possible evacuation of 3,000 people is imperative, since there could be a lot of variables depending on the situation

15. **Next Scheduled Meeting:** Tuesday, July 28, 2015

- The Committee agreed by general consensus that meeting should be held bi-monthly moving forward.

16. **Adjournment:**

MOVED and seconded to adjourn the meeting at 10:37 a.m.

George OBriain
Chair

Bonnie Sprinkling
Corporate Officer

RA-4 Emergency Planning Committee Recommendations (May 26, 2015 Resolutions)

MOVED and seconded to amend the Emergency Planning Committee Terms of Reference to include a representative from T'Sou-ke First nation under "Membership"

AND TO further amend the Emergency Planning Committee Terms of Reference that Committee meetings be held every two months or at the call of the Chair.

CARRIED UNANIMOUSLY



TERMS OF REFERENCE

Council Adoption: January 28, 2013

Amended by Council: March 9, 2015

Amended by Council June 22, 2015

Standing Committee Name: *EMERGENCY PLANNING COMMITTEE*

Established: March 12, 2012

Purpose of Committee:

The purpose of the Select Committee on Emergency Planning is to provide recommendations to Council regarding matters related to the planning, development, maintenance, implementation and training of all aspects of emergency management within the District of Sooke.

Role of Committee:

The Committee will, consistent with the general purpose above, provide recommendations to Council on various Emergency Planning matters including but not restricted to the following:

- Emergency Supplies
- Communications
- Public Education
- Recruitment and Training
- Budget

Membership:

a. The Emergency Planning Committee is established under the guidance of the District of Sooke Emergency Program Coordinator. The Committee consists of one (1) member of Council and representatives from the following decision making agencies who would be involved in the mitigation, planning and response to emergencies within District of Sooke:

- District of Sooke Fire Department (Fire Chief)
- RCMP
- Emergency Health Services
- Emergency Social Services
- School District No. 62 (Sooke)
- T'Sou-ke First Nation
- Sooke Amateur Radio (as part of emergency program)
- Emergency Coordinator Representatives:
 - Juan de Fuca
 - Metchosin

b. The following may serve the committee in a resource, non-voting capacity:

- Emergency Program Coordinator
- Emergency Social Services Coordinator
- Management Staff

Term: One (1) year in accordance with Policy No. 1.4.,
Committee Structure and Function Policy, 2006

Staff Support: Deputy Fire Chief/ESS Coordinator
Engineering Department
Corporate Services

Meetings:

The Committee shall meet bi-monthly on the fourth Tuesday of the month or at the call of the Chair. The *Community Charter* and the District of Sooke policies and bylaws shall govern the Committee.