



EMERGENCY PLANNING COMMITTEE
Tuesday, May 26, 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: <ul style="list-style-type: none">• April 22, 2014	1
4. Welcome and Introductions	
5. Review Committee Terms of Reference	5
6. Election of Chair	
7. Fire Department: <ul style="list-style-type: none">• Strategic Plan• Staffing over summer months• Upcoming Public Education Events	7
8. Ambulance: <ul style="list-style-type: none">• Delays• Service Agreements<ul style="list-style-type: none">- Ayre Manor- Fuel Supply- Schools	
9. Emergency Plan <ul style="list-style-type: none">• Review and Update• Exercise	
10. Emergency Supplies: <ul style="list-style-type: none">• Oil Boom• Stockpile Locations	
11. Wildfire: <ul style="list-style-type: none">• Roundtable Meeting May 12, 2015 Review• Community Wildfire Protection Plan (CWFPF)	
12. Tsunami <ul style="list-style-type: none">• Signage	
13. 2015 VIEP Conference <ul style="list-style-type: none">• Review	

14. Discussion:

15. Public Input

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16. Schedule Next Meeting:

- August 25, 2015 at 9:00 am
- Meetings - Quarterly on the fourth Tuesday of every month

10. Adjournment

EMERGENCY PLANNING COMMITTEE MEETING

Meeting held TUESDAY, April 22, 2014 at 9:00 am
In Council Chambers
2205 Otter Point Rd

Committee Members Present:

Stephanie Dunlop, Metchosin Fire Chief, Emergency Coordinator
Jeri Grant, JDF Emergency Program Coordinator
Bryon Longeway, Sooke EMS
Dick Nimmo – Sooke Amateur Radio
George OBriain, Previous Emergency Coordinator

Staff:

Steve Sorensen, Sooke Fire Chief
Rick McLeod, Sooke Deputy Fire Chief, ESS Coordinator, Chair
Jan Stope, Recorder

Regrets:

Rachel Grigg, RCMSAR
Krystal Hanson, VIHA
Mayor Wendal Milne
Elisabeth Nelson, Municipal Engineer
Staff Sgt. Jeff McArthur – Sooke RCMP

Others Present: Ed Gorse – Sooke Amateur Radio

Action

1. **Call to Order**
The meeting was called to order at 9:04 a.m.
2. **Approval of Agenda**
MOVED and seconded to approve the agenda as circulated.
CARRIED
3. **Approval of Minutes: March 25, 2014**
MOVED and seconded to approve the minutes of March 25, 2014
CARRIED
4. **Business Arising from the Minutes:**
The Committee discussed several ongoing items
 - **Communications Vehicle - Update from Ed Gorse**
 - PowerPoint presentation from Ed Gorse, outlining the improvements, layout and stocking of the vehicle.
 - The vehicle has the ability to support the District of Sooke and its Emergency Program using Commercial and Amateur radios.
 - Through the generous donation of parts and labour from Ed Gorse, the vehicle is equipped and ready to go at the most minimal cost.

- **Marine Boom– Update from Fire Chief Sorensen**
 - Fire Chief Sorensen has been in contact with the Coast Guard regarding the removal of their building that contains the boom on Whiffin Spit. He is waiting for more communications from the Coast Guard before implementing a plan.
 - A visit to Jenkins Marine on Kaltasin Road turned up more boom that is in very good condition. Mr. Jenkins has employees who have experience using boom and he's willing to store the boom on his property.
 - Ms. Grant reported that Wally Vowels was planning on attending this mornings meeting to discuss the historic details of the boom inventory.

- **Upcoming Events**
The Committee discussed several upcoming events:

- **Rotary Auction- May 3, 2014 - SEAPARC Arena – 10:00 a.m. – 10:00 p.m.**
 - The District of Sooke, Sooke Fire Rescue Service and Sooke ESS will have displays at the event

- **Westshore Emergency Preparedness Fair – Westshore Rec Centre - May 4, 2014 – 11:00 a.m. – 3:00 p.m.**
 - Kick off for Emergency Preparedness Week
 - SFRS will be bringing the Communications vehicle and a bounce house
 - SFRS & ESS Volunteers will man the table
 - Will also be promoting the VIEP Conference

- **International Critical Incident Stress Foundation Conference – Prestige Hotel – October 2014**
 - Planning continues
 - Fire Chief Sorensen ill be looking for some assistance during the conference

- **2015 VIEP Conference - Sooke – Friday, April 24th, Saturday, 25th & Sunday 26th, 2015**
 - Fire Chief Sorensen reported that we have received all materials / templates from various sources to aid in the planning of the Conference. They are being compiled into a reference book.
 - Next meeting date to be announced.

5. **Tsunami Emergency Planning / Tsarlip Tsunami Awareness Session**

- **First Nation Tsunami Awareness** – Fire Chief Sorensen and Jeri Grant attended – Summary Discussion Notes were distributed to EPC members
- **DOS Open House – Held on March 25, 2014**
 - 100% of those who took part in the survey regarding

having Tsunami Signage in our Municipality were in favor of having them installed at identified sites as per the CRD mapping.

RECOMMENDATION: Based on the information received at the DOS Open House, the Committee would like to recommend to Council that Tsunami signage be placed at designated Tsunami hazard zones to inform and direct homeowners and road users to safe areas.

6. **DRAFT CRD Emergency Preparedness Book**

- Update from Jeri Grant stating that the workbook is nearing completion and should go to print this Thursday or next Monday.
- The books will be ready for the Westshore Emergency Preparedness Fair on May 04/14
- Fire Chief Sorensen requested 400 copies
- CRD carried out a test of the Tsunami warning notification system for Emergency Coordinators and the consensus was that it worked well

7. **Community Wildfire Review**

- The Community Wildfire Review was created 2-3 years ago
- Fire Chief Sorensen provided Committee members with copies of the recommendations for their review – what's still relevant or not
- Fire Chief Sorensen asked the members for their feedback once they've had a chance to review the recommendations

8. **Discussion:**

The Committee discussed several new items:

- **Metchosin Emergency Program**
 - Fire Chief Dunlop will be doing an emergency training exercise this coming Friday and Saturday
- **BCAS- Bryon Longeway**
 - Discussions on wait times, ambulance coverage and the new response guidelines
- **AED Sites**
 - Nothing to report

9 **Public Input: None**

10 **Schedule Next Meeting:** May 27, 2014

11 **Adjournment:**

The meeting adjourned at 09:56 a.m.

Steve Sorensen
Chair

Bonnie Sprinkling
Corporate Officer



TERMS OF REFERENCE

Council Adoption: January 28, 2013
Amended by Council: March 9, 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)
- 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 quarterly 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.

**Sooke Fire Rescue Service
Upcoming Public Education Events**

7:00 pm in Council Chambers – List for information Only

- May 27 – Fire Smart
- June 24 – Earthquake Preparedness Workshop
- Sept 23 – Portable Fire Extinguishers
- Oct 28 – Fire Safety for Restaurants and Commercial Cooking Facilities
- Nov 24 – Winter Storms – what do you need to be prepared