



EMERGENCY PLANNING COMMITTEE

Tuesday, January 28, 2014, 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: November 26, 2013	1
4. Business Arising from the Minutes:	
5. Sooke Emergency Plan	
• Emergency Planning Committee to consider the following motion:	
<i>“MOTION TO recommend THAT COUNCIL approve the Sooke Emergency Operations Centre Manual and the Sooke Emergency Response and Business Continuity Plan.”</i>	
6. Upcoming Events	
• Victoria Home Show, Earthquake Preparedness Display – February 28, 2014 – March 2, 2014	
• JDF Emergency Preparedness Fair – JDF Rec Centre, May 4, 2014	
• International Critical Incident Stress Foundation Conference – Prestige Hotel, October 2014	
• 2015 Vancouver Island Emergency Preparedness Conference	
7. Tsunami Updates	
• DND Sirens	
• City of Victoria Tsunami Awareness and Planning	
• First Nations Tsunami Awareness and Planning	
• JDF/Sooke Update	
8. Local Government Emergency Program Advisory Committee (LGEPAC) Update	
• Regional Emergency Preparedness Workbook	
• Simulated tabletop exercises	
• Rotating meeting locations	

9. Marine Boom Reel
10. Discussion
11. Public Input
12. Schedule Next Meeting: February 25, 2014
13. Adjournment

EMERGENCY PLANNING COMMITTEE MEETING

Meeting held TUESDAY, November 26, 2013 at 9:00 am
in the Firefighter's Training Room
2205 Otter Point Rd

Committee Members Present:

Rachel Grigg, RCMSAR
Bryon Longeway, Sooke EMS
George OBriain, Previous Emergency Coordinator
Dick Nimmo, Sooke Amateur Radio – Emergency Radio Coordinator

Staff:

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

Regrets:

Staff Sgt. Steve Wright – Sooke RCMP
Jeri Grant, JDF Emergency Program Coordinator
Krystal Hanson, VIHA
Stephanie Dunlop, Metchosin Fire Chief, Emergency Coordinator
Elisabeth Nelson, Municipal Engineer
Councillor Kerrie Reay

Others Present: Ron Bilinsky- Sooke ESS, Don Fast – PAC John Muir and Ed Gorse – Sooke Amateur Radio

Action

1. Call to Order

The meeting was called to order at 9:18 a.m.

2. Approval of Agenda

MOVED and seconded to approve the agenda with the following items as New Business:

- Bid to host 2015 VIEP Conference in Sooke
- Provincial Tsunami Notification Process
- Ambulance station 107 – Sooke Antennae
- New policy on ambulance orientation by all persons in the patient compartment

MOVED and seconded to approve the agenda as amended.

CARRIED

3. Approval of Minutes: October 22, 2013

MOVED and seconded to approve the minutes of October 22, 2013

CARRIED

4. Business Arising from the Minutes:

Committee recommendation to Council for Tsunami Signage locations from October 22, 2013 meeting

- Fire Chief Sorensen informed the committee that Council would like to hold a public information session regarding Tsunami signage locations in at risk areas.
- Each Committee member in attendance received a Capital Region Tsunami

- Information brochure.
- The District of Saanich will be mailing out the brochure to residents living in most at risk areas. It was suggested that Sooke could do the same, in conjunction with the public information session.
- Tsunami brochure information should be incorporated into the Sooke Emergency Plan.
- The Committee discussed the importance of informing and providing a brochure to those in the Tourism industry and B & B's in our area.
- The Committee discusses the liability issues that could arise if there are no warning signs posted.

5. Discussion:

Provincial Tsunami Notification Process

- Fire Chief Sorensen forwarded link to Committee members to review the updates made to the BC Tsunami Notification Process Plan Annex of the Comprehensive Emergency Management Plan.
- http://embc.gov.bc.ca/em/hazard_plans/TsunamiNotificationProcessPlan.pdf

2014 Emergency Supply Priorities

- Deputy Chief McLeod has purchased more emergency supplies from this year's budget – 2 Honda generators, 2 sets of hand held walkie talkies (Cobra RFS) for Reception Centre (range of 45 km), emergency lighting, shovels and garbage bags.
- Committee member Dick Nimmo offered to attend an ESS meeting to instruct the group on using the walkie talkies.
- Deputy Chief McLeod and volunteer Jeff Haisell will continue to acquire priority items such as cots, blankets, port a potties and tarps.
- All purchases have been made locally and this will always be a priority wherever possible.
- The five year capital plan calls for a yearly \$5000 allowance for emergency supplies.
- Committee members were asked to forward their priority item ideas to Deputy Chief McLeod.

Oil Containment Booms at Whiffin Spit Coast Guard Site:

- The Committee discussed the large amount of containment boom and absorbent boom that was acquired as a result of the Exxon Valdez spill and is being stored in several locations.
- A large amount of boom is being stored in a building on Maywell Wickheim's (Sooke Marine Industries) property on Kaltasin Road. The property has been sold, so the boom may have to be removed.
- The Coast Guard would like to remove the building at the end of Whiffin Spit or turn it over to the DOS. It would require a HAZMAT exercise to remove and clean the boom at this location, since otters have moved in from time to time.
- Amounts of boom required and storage options were discussed by the Committee.
- Fire Chief Sorensen will compile a list of boom inventory, current storage locations, and options for our needs in future, and forward it to Committee members.

Attendance to Committee Meetings

- Discussion on Committee member's attendance.

MOVED and seconded to recommend that Council appoint an alternate Council member to the Emergency Planning Committee in the event the appointed Council member is not able to attend meetings.

CARRIED UNANIMOUSLY

Vancouver Island Emergency Preparedness Conference 2015

- After some discussion the Committee feels that sending in a bid to host this Conference in Sooke would be beneficial to local emergency groups, and for our Community.

MOVED and seconded to submit a bid to host the 2015 VIEP Conference in Sooke.

CARRIED UNANIMOUSLY

Ambulance Station 107 – Sooke Antennae

- BCAS Ambulance Station Chief, Bryon Longeway voiced concern regarding the new four story “HOPE” building that is currently under construction next to Sooke Station 107, and how it will shield/interfere with radio signals reaching their communications tower.
- Committee members discussed some options, one being to construct a new tower behind the ambulance station, or updating SFRS antenna to accommodate all Emergency Service Communications on one tower.
- Dialog with the communications folks has begun to. Bryon will send Fire Chief Sorensen contact information for Joanne Francis from BC Ambulance.

New policy on Ambulance Orientation by all persons in the patient compartment

- BCAS Ambulance Station Chief, Bryon Longeway introduced to the Committee the BCAS revised policy in regards to safe transport of patients, paramedics, escorts and family members.
- **Policy Statement** “BCAS requires patients, paramedics, escorts and family members to be properly restrained during transport. It is policy that equipment and possessions also be properly restrained at all times”.
- WorkSafe BC has declared the back of an ambulance as a “multi-employer worksite” As a result; BCAS employees are now required to orient all passengers (other than patients) to the back of the ambulance prior to transport using a newly created checklist.
- Arrangements will be made for Sooke Fire Rescue members to attend an orientation and receive a card or sticker showing they are aware of BCAS’s new policy.

6. Public Input:

- Two members from the public found the meeting very interesting and expressed appreciation for being welcome to attend.

7. Schedule Next Meeting: January 28th, 2014

8. Adjournment

The meeting adjourned at 10:51 a.m.

Steve Sorensen

Bonnie Sprinkling

Chair

Corporate Officer