



# PEACE RIVER REGIONAL DISTRICT EMERGENCY EXECUTIVE COMMITTEE MEETING MINUTES

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DATE: Thursday, August 21, 2008

TIME: 1:35 p.m.

PLACE: Regional District offices, Dawson Creek, BC

PRESENT: Director Karen Goodings, Electoral Area 'B' – Meeting Chair  
Director Larry Houley, Electoral Area 'C'  
Director Wayne Hiebert, Electoral Area 'D'  
Director Tim Caton, Electoral Area 'E'  
Fred Banham, Chief Administrative Officer  
Ron Storie, Manager of Community Services  
Trish Morgan, Community Services Coordinator  
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The Chair called the meeting to order at 1:35 p.m.

## ADOPTION OF THE AGENDA:

2) Adoption of the Agenda MOVED by Director Hiebert, SECONDED by Director Caton, that the Emergency Executive Committee agenda for the August 21, 2008 meeting including Additional Items for the Agenda, be adopted as amended.

CARRIED.

### Minutes:

- M-1 Emergency Executive Committee Meeting Minutes of May 15, 2008
- M-2 Emergency Executive Committee Special Meeting Minutes of June 20, 2008
- M-3 Emergency Executive Committee Special Meeting Minutes of July 29, 2008

### Correspondence:

- C-1 June 16, 2008 email from Trish Morgan, Community Services Coordinator regarding ESS Truck proposal.
- C-2 July 23, 2008 email from Trish Morgan, Community Services Coordinator regarding Flood Protection Program Applications.
- C-3 July 24, 2008 email from Trish Morgan, Community Services Coordinator regarding Emergency planning tools for oil / gas and School Districts.
- C-4 Ministry of Energy, Mines and Petroleum Resource Sale of Tenures - Notification form.

### Reports:

- R-1 2008 Waterworks Emergency Response Plan
- R-2 June 11, 2008 report from Ron Storie, Manager of Community Services regarding Community Wildfire Protection Plans.

**ADOPTION OF THE AGENDA: continued**

2) Adoption of the  
Agenda  
(continued)

**Reports: (continued)**

- R-3 July 24, 2008 report from Trish Morgan, Community Services Coordinator regarding Emergency Preparedness Kits for Rural Residents.
- R-4 July 24, 2008 report from Ron Storie, Manager of Community Services regarding Search and Rescue (SAR) funding sources.
- R-5 July 24, 2008 report from Trish Morgan, Community Services Coordinator regarding Mass Carcass Disposal Emergency Plan.
- R-6 August 8, 2008 report from Ron Storie, Manager of Community Services regarding Community Wildfire Protection Program – Contract Award.
- R-7 August 19, 2008 report from Ron Storie, Manager of Community Services regarding Neighbourhood Emergency Preparedness Program.

**New Business:**

**Items for Information:**

- I-1 Emergency Incident Register

**MINUTES:**

3) M-1, M-2, M-3  
Emergency Executive  
Committee Meeting  
Minutes of May 15,  
June 20, and July 29,  
2008

MOVED by Director Hiebert, SECONDED by Director Houley, that the following meeting minutes be adopted:  
a) Emergency Executive Committee Meeting Minutes of May 15, 2008;  
b) Emergency Executive Committee Special Meeting Minutes of June 20, 2008; and  
c) Emergency Executive Committee Special Meeting Minutes July 29, 2008.

CARRIED.

**CORRESPONDENCE:**

4) C-1  
re: ESS Truck  
proposal

The Salvation Army has submitted a proposal for the purchase of an Emergency Social Services (ESS) truck. They have requested to provide additional information, no response has been received.

5) C-3  
Re: Emergency  
Planning for  
O/G and SD

As followup to June 20<sup>th</sup> Emergency Executive Committee Special meeting regarding rural notification procedures when rural schools are found to be located within an oil and gas Emergency Planning Zone, the Regional District has provided, to the Oil and Gas Commission, shape files indicating the location of public facilities and infrastructure. This information will assist in the public engagement process and emergency planning. The OGC placed the information on its web site.

**REPORTS:**

6) R-1  
re: Waterworks  
Emergency  
Response Plan

MOVED by Director Hiebert, SECONDED by Director Houley, that the Waterworks Emergency Response Plan be adopted and implemented at Regional District water system facilities.  
**(referred from the May 15<sup>th</sup> meeting)**

CARRIED.

Director Hiebert left the meeting at 2:00 p.m.

**REPORTS:** (continued)

7) R-2  
re: CWPP –  
One Island and  
Wonowon

Mr. Storie advised that a letter will be forwarded to the Moberly Lake Community Association advising that the Community Wildfire Protection Plan for the Moberly Lake area will be conducted in 2009.

8) R-3  
re: Emergency  
Preparedness Kits

At the May 15<sup>th</sup> meeting staff were requested to investigate the cost to print and distribute an emergency contact fridge magnet. It had been suggested that the Regional District place the emergency preparedness information in the telephone book, price quote for this is \$400 per month.

Since the May meeting additional emergency planning information has become available from Northern Health and the BC Office of the Fire Commissioner. These agencies have agreed to donate this information to the Regional District for distribution to rural residents.

It was noted that with donated information pamphlets the budget for distribution of the information is short by \$9,892.11. It was suggested that half of the information be distributed this year, and the remainder mailed out next year. It was felt that the information should be mailed out at the same time.

MOVED by Director Houley, SECONDED by Director Caton,  
a) that the Emergency Executive Committee authorize the transfer of \$10,000 from the Electoral Area Legislative Services – Communications budget, to provide funds for the emergency preparedness kit mailout; and

b) that an additional 500 or 1,000 fridge magnets be purchased for handout at local events.

CARRIED.

9) R-5  
re: Mass Carcass  
Disposal  
Emergency Plan

The Mass Carcass Disposal Emergency Plan has been distributed to various agencies and the Agriculture Advisory Committee. The deadline for receipt of comments is August 29<sup>th</sup>. Three tabletops (training sessions), are scheduled for October 21 in Dawson Creek; October 22 in Hudson's Hope and October 23 in Electoral Area 'B' – Montney Community hall was suggested as a central venue. It was noted that the Plan is not just for cattle, turkeys, pigs, chickens are also included.

10) R-6  
re: CWPP Contract  
Award

Tenders were requested for the supply of services to provide Community Wildfire Protection Plan prescriptions for the areas of One Island Lake, Wonowon and Gwillim Lake. One tender was received. The successful company has the necessary experience and qualifications to conduct the works required. The CWPP is partially funded by a grant from the Union of BC Municipalities.

MOVED by Director Houley, SECONDED by Director Caton,  
that the Emergency Executive Committee award the contract for the 2008 Community Wildfire Protection Program Plan for One Island Lake and Wonowon areas, to Sharon M. Hope, for \$38,839.00 plus GST.

CARRIED.

**Reports:** (continued)

**11) R-7  
re: Neighbourhood  
Emergency  
Preparedness  
Program**

Over the past few years, staff have been approached by communities, i.e. Moberly Lake, Farmington, and Tomslake, inquiring if staff could work with them to implement their own emergency program.

A program has been in existence for a number of years that might satisfy the community's desire by offering a trainer workshop. The community becomes empowered for program delivery by a local person to community interests.

The training course will:

- provide training directly to groups of neighbours on individual/personal emergency preparedness;
- establish themselves into a neighbourhood response team;
- identify necessary skills and team resources needed in an emergency situation and appoint appropriate responsibilities to team members;
- organize the neighbourhood team members into the various required response units; and
- build confidence and self-sufficiency among neighbourhood emergency preparedness team members.

Program delivery approximate costs = \$2,890 for 24 students; \$30 per manual / student and travel and accommodation (\$1,500). It is anticipated that the training session would be held in the fall for those interested communities. An invitation will be extended to member municipalities. If they are interested in participating program funding would be prorated. It was noted that currently there is no funding set aside specifically for this initiative however there are some areas of the Emergency Management budget that have funds that could be utilized for the training sessions.

MOVED by Fred Banham, SECONDED by Director Houley,  
That the Emergency Executive Committee authorize staff to engage the services of a Justice Institute trainer to implement the Neighbourhood Emergency Preparedness Program for those communities/municipalities interested in the delivery of this emergency initiative.

CARRIED.

**NEW BUSINESS:**

**12) I-1 re:  
Emergency Incident  
Register**

The Committee reviewed the Emergency Incident Register updated to July 8, 2008.

**13) Adjournment**

MOVED by Director Houley, SECONDED by Director Caton,  
that the meeting be adjourned.

CARRIED.

The meeting adjourned at 2:40 p.m.