

**PEACE RIVER REGIONAL DISTRICT
EMERGENCY EXECUTIVE COMMITTEE
MEETING MINUTES**



DATE: Tuesday, June 21, 2016

PLACE: Regional District Offices, Dawson Creek, BC

PRESENT: Director Karen Goodings, Electoral Area 'B' – Meeting Chair
Director Brad Sperling, Electoral Area 'C'
Director Leonard Hiebert, Electoral Area 'D'
Director Dan Rose, Electoral Area 'E'
Director Dale Bumstead, City of Dawson Creek
Chris Cvik, Chief Administrative Officer

Staff

Trish Morgan, General Manager of Community and Electoral Area Services
Jill Rickert, Community Services Coordinator
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 1:05 pm

ADOPTION OF THE AGENDA:

2) Adoption of the Agenda MOVED by Director Bumstead, SECONDED by Director Hiebert, that the Emergency Executive Committee agenda for the June 21, 2016 meeting be adopted as follows:

1. Call to Order:
2. Notice of New Business:
3. Adoption of the Agenda:
4. Adoption of the Minutes:
 - M-1 Emergency Executive Committee Meeting Minutes of February 10, 2015
5. Business Arising from the Minutes:
6. Correspondence:
 - C-1 April 28, 2016 FCM Communique' regarding new rail safety measures
 - C-2 April 19, 2016 letter from Kelly Lake Cree Nation re: development and implementation of an Emergency Response Plan
 - C-3 May 2, 2016 email from EMBC re: evolution of BCERMS to BCEMS
7. **REPORTS:**
 - R-1 April 18, 2016 report regarding EMBC Spring Readiness Call.
 - R-2 June 13, 2016 report regarding 2011 unclaimed Search and Rescue Grant application for Tumbler Ridge Team.
 - R-3 May 10, 2016 report regarding BC Spill Response Program.
 - R-4 June 14, 2015 report regarding 2016 Search and Rescue Grant Application Review (handout)
8. **NEW BUSINESS:**
 - NB-1 Process discussion – "PRRD Emergency and Disaster Operations Bylaw No. 1599, 2005"
9. **ITEMS FOR INFORMATION:**
 - I-1 Fire Communication – Information Officer Report for the emergency period April 18 to May 10, 2016
 - I-2 For reference: PRRD Emergency and Disaster Service Establishment Bylaw No. 1598, 2005 and PRRD Emergency and Disaster Operations Bylaw No. 1599, 2005.

10. **Adjournment:**

CARRIED.

MINUTES:

- 3) M-1 EEC Mtg. Minutes of Feb 10, 2016 MOVED by Director Hiebert, SECONDED by Director Bumstead, that the Emergency Executive Committee Meeting Minutes of February 10, 2016 be adopted.

CARRIED.

CORRESPONDENCE:

- 4) C-1 re: New rail safety measures FCM Communique' regarding new rail safety measures – it was felt that there is still a need to have an identification process – what types of material are being shipped over the rails.

- 5) C-2 re: Kelly Lake Cree Nation The Kelly Lake Cree Nation is requesting assistance with the development and implementation of an Emergency Response Plan for the community of Kelly Lake. It was noted that in 2009 the Regional District held a 2 day “train the trainer” course on how to facilitate the development of a neighbourhood emergency preparedness plan (neighbours helping neighbours.) Kelly Lake Cree sent at least two representatives to the course. Since that time staff have facilitated workshops in Tomslake and have investigated doing so in Prespatou at the request of a resident in that community. Staff advised they will search the records to find names of the participants from Kelly Lake.

MOVED by Director Bumstead, SECONDED by Director Hiebert, That a letter be forwarded to the Kelly Lake Cree Nation advising that the Regional District will endeavour to coordinate with the entire community of Kelly Lake to assist in working with the community to develop a community emergency preparedness plan.

CARRIED.

- 6) C-3 re: BCEMS MOVED by Director Hiebert, SECONDED by Director Rose, That staff review and identify any updates to the Regional District's Emergency Plan that may need to be undertaken with respect to the modified BC Emergency Management System (BCEMS) guide.

CARRIED.

REPORTS:

- 7) R-2 re: SAR grant MOVED by Director Rose, SECONDED by Director Hiebert, That the Emergency Executive Committee approve the unclaimed 2011 Search and Rescue Grant funds, in the amount of \$3,443.10, allocated to the Tumbler Ridge Search and Rescue Team, be carried forward as a surplus and used to reduce the tax requisition for the Emergency Planning function in 2017.

CARRIED.

- 8) R-3 re: BC Spill Response Railways are federally governed, how will the BC Spill Response regulation, a provincial regulation, affect rail spills? It was felt the proposed amendments to the BC Spill Response were vague, lacking details, i.e. no plans for areas where there are no first responders.

- 8) R-3 continued MOVED by Director Rose, SECONDED by Director Sperling,
That staff be authorized to forward a submission, by the June 30th deadline,
outlining the following concerns/issues with respect to the proposed amendments
to the BC Spill Response Intentions Paper:
- Costs for training first responders should be covered by the province as it is
their regulation
 - Province to provide sufficient funding to local government fire departments
 - Identify a plan for outlying areas where there are no first responders

CARRIED.

- 9) R-4 re: SAR MOVED by Director Hiebert, SECONDED by Director Bumstead,
Grant application that the Emergency Executive, upon review of the 2016 Search and Rescue
Review Grant applications, authorizes that a letter be forwarded to each of the applicants
inviting them to attend the 2016 Search and Rescue Grant Application meeting
scheduled for Tuesday, July 19, 2016 at 10:00 am in Dawson Creek.

CARRIED.

NEW BUSINESS:

- 10) NB-1 re: In response to a query at the Board regarding the development of an elected
EEC process officials guide on emergency management, it was noted that Section 4. "PRRD
Emergency and Disaster Operations Bylaw No. 1599, 2005" outlines committee
duties and responsibilities. Search and Rescue funding, policy development,
guides and manuals have been delegated to the committee and do not require
the approval of the Board unless the Board specifically resolves to do so on a
particular item or issue. As the Board has directed that the elected officials guide
come back to the Board for approval, in this instance it will be reviewed first by
the Committee and then forward to the Board for approval. Only items (d) and (e)
in the bylaw, pertaining to negotiations/agreements, would be recommended to
the Board for approval.

- 11) NB-2 re: Staff provided a synopsis of the 2016 wildfire declaration, orders, alerts,
Declarations, revisions that had been issued over the period of April 18 to May 20, 2016.
orders, alerts
(handout) Communication – received good feedback. Still experiencing some issues, i.e.
cannot communicate once the power goes out, cannot always access
website/internet.
- It was noted by the committee that there are a number of different apps and tools
that may be able to assist in providing notification to communities and gathering
information from community members. Ms. Morgan noted that there is a platform
that provides mass notification which enables users to send notifications to
individuals or groups using lists, GIS locational targeting and also receive
information from the field from community members via geo-location tags. The
system is accessible for cell phones, land lines and email (and Northwestel) and
is already used by the Cariboo Regional District and their member municipalities.
May need to develop a partnership with municipalities in the region to keep costs
relative (\$1/household).

- 11) NB-2 continued MOVED by Director Bumstead, SECONDED by Director Hiebert,
That staff be authorized to research the availability and cost of leveraging
technology to assist in communications and information gathering.

CARRIED.

ITEMS FOR INFORMATION:

- 12) Items for Committee members reviewed the following items for information:
Information
 I-1 Fire Communication – Report for the period April 18 to May 10.
- 13) Adjournment: The Chair adjourned the meeting at 2:30 pm

Karen Goodings,
Chair

Suzanne Garrett,
Corporate Services Coordinator