



**CARIBOO REGIONAL DISTRICT
EMERGENCY PREPAREDNESS
COMMITTEE MINUTES**

May 24, 2018

11:30 a.m.

**Cariboo Regional District Board Room
Suite D - 180 Third Avenue North
Williams Lake, B.C.**

PRESENT : Chair M. Wagner, Director T. Armstrong, Director J. Massier, Director J. Sorley, Director A. Richmond, Director B. Anderson
ABSENT : Director S. Forseth
STAFF : J. Maclean, Chief Administrative Officer, L. Schick, Deputy Corporate Officer/Executive Assistant, S. Mason, Manager of Protective Services
GUESTS: Bree Odd, United Way Community Wellness Manager, Williams Lake and Region

1. CALL TO ORDER

1.1 Adoption of Agenda

EPC.2018-5B-1

Moved Director Armstrong
Seconded Director Sorley

That the agenda items be adopted as presented, with the addition of an In-Camera Session.

Carried Unanimously

2. ADOPTION OF MINUTES

2.1 Minutes of the Emergency Preparedness Committee - April 3, 2018

EPC.2018-5B-2

Moved Director Armstrong
Seconded Director Anderson

That the minutes of the Emergency Preparedness Committee meeting, held April 3, 2018, be received and adopted.

Carried Unanimously

3. REPORTS AND CORRESPONDENCE

3.1 George Abbott 2017 Flood and Wildfire Report

EPC.2018-5B-3

Moved Director Armstrong

Seconded Director Sorley

That the "Addressing the New Normal: 21st Century Disaster Management in British Columbia" report, and corresponding Executive Summary, as submitted by George Abbott on April 30, 2018, be received. Further, that correspondence be forwarded to George Abbott, expressing the Cariboo Regional District's disappointment with the report.

Carried Unanimously

RECESSED:	The meeting recessed at 12:11 p.m.
RECONVENED:	The meeting reconvened at 12:48 p.m.
PRESENT :	Chair M. Wagner, Director T. Armstrong, Director J. Massier, Director J. Sorley, Director A. Richmond, Director B. Anderson
ABSENT :	Director S. Forseth
STAFF :	J. Maclean, Chief Administrative Officer, L. Schick, Deputy Corporate Officer/Executive Assistant, S. Mason, Manager of Protective Services

4. IN-CAMERA SESSION

4.1 In-Camera Session

EPC.2018-5B-4

Moved Director Richmond

Seconded Director Armstrong

That the meeting be closed to public to discuss items suitable for discussion in-camera pursuant to Section 90(1)(e) of the *Community Charter*.

Carried Unanimously

RECESSED:	The meeting recessed at 12:48 p.m. to go In-Camera
RECONVENED:	The meeting reconvened at 1:07 p.m.
PRESENT :	Chair M. Wagner, Director T. Armstrong, Director J. Massier, Director J. Sorley, Director A. Richmond, Director B. Anderson
ABSENT :	Director S. Forseth
STAFF :	J. Maclean, Chief Administrative Officer, L. Schick, Deputy Corporate Officer/Executive Assistant, S. Mason, Manager of Protective Services

3. **REPORTS AND CORRESPONDENCE**

3.2 **2017 Wildfire Reports Recommendations**

Agreed by Committee Consensus:

EPC.2018-5B-5

That priorities be assigned to the following recommendations from the 2017 Wildfire Reports Recommendations as noted below:

Priority	Recommendations
1/2	The electoral areas should be supported by a Regional Community Emergency Support program that facilitates the community preparation and response to emergencies. This outreach program would be supported and function under the direction of the Regional Emergency Program. This approach would significantly enhance the coordination of community responses in the electoral areas and increase the overall effectiveness of the CRD emergency program.
1	Fire services in electoral areas need better support and coordination with respect to information sharing and resources from the CRD EOC during emergency response events that overwhelm local services. This could be facilitated through the Regional Community Emergency Support program concept recommended above.
1	The emergency programs in the electoral areas should be exercised regularly in conjunction with the CRD EOC and Regional Emergency Program to practice information sharing and coordination processes.
1/2	Work closely with the agriculture community to identify the largest and most vulnerable livestock operations and farms. Plans should be developed collaboratively with that community that identify individual site needs and expected lead time necessary to support an effective evacuation of livestock.
1	A review and updating of CRD EOC policies and processes should be undertaken to incorporate lessons learned from the 2017 wildfire season activation. Once updated, these should be socialized with staff and practiced as part of an ongoing training and exercise regime.
1	Based on the experience gained at the EOC during this recent event, it would be important to identify the key liaisons that would be involved in a large-scale event and incorporate those agency representatives into ongoing CRD EOC exercises and training.

1	Consider investigating the procurement of situational awareness and emergency management software that will enhance record keeping related to position logs and decisions made in the EOC using electronic forms and allow the establishment of a common operating platform for information sharing between the CRD and stakeholder representatives. This would allow a more effective approach to the collection and sharing of important information thereby enhancing collaborative decision-making efforts. Public facing communications could also be enhanced by this type of software.
2	Develop and retain in the EOC a series of maps that show the respective jurisdictions for those agencies that do not align with the regional area boundaries i.e., RCMP, Health Authority, BC Wildfire Agency.
1/2	Develop a plan in collaboration with key stakeholders for the identification and evacuation of livestock from alert and order areas. This plan should include pre-identifying non-commercial farm operators, potential partnerships and reciprocal agreements with other regions and agricultural operations to receive livestock, and resources for the transport of livestock. This plan should also predict amount of time and the resources necessary to evacuate the identified sites.
1	During future EOC activations, staff should be rotated out regularly for a break after 10-14 days on an EOC activation. This is especially the case if the EOC operating hours are extended as they were in the initial stages of this activation.
1	Ensure that a CRD EOC representative can be accessed 24/7 during EOC activations. A regional duty officer program during normal periods would enhance regional preparedness and responsiveness if not currently in place.

1	Debriefing and support counselling for all staff and volunteers involved in the event should be considered and accessed early during any EOC activation. This is especially important when personnel staffing the EOC are also potential victims of the emergency. All personnel involved in an emergency of this nature should be offered and encouraged to access post incident support services. This opportunity should be offered to support staff that came from external authorities and agencies to ensure that they are given opportunity for appropriate follow-up post event.
1	Increase the expansion and enhancement of the CRD's Emergency Notification system to the public. This will improve the ability for the region to get messaging out quickly. Understanding and ability to activate the system should be given to a number of key staff to ensure that it can be utilized in the event that there are staff absences.
1	Consideration should be given to establishing a protocol with key stakeholders on how the CRD EOC will communicate with evacuees to ensure that displaced persons have ready access to status of their situations. (# 19)

5. **ADJOURNMENT**

EPC.2018-5B-6

Moved Director Massier

Seconded Director Armstrong

That the Cariboo Regional District Emergency Preparedness Committee meeting be adjourned at 2:52 p.m May 24, 2018.

Carried Unanimously

Chair

Corporate Officer