



**CARIBOO REGIONAL DISTRICT  
EMERGENCY PREPARADENESS  
COMMITTEE MINUTES**

**April 3, 2018**

**10:06 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 S. Forseth, Director J. Sorley, Director A. Richmond (via telephone)

**ABSENT :** Director B. Anderson

**STAFF :** J. Maclean, Chief Administrative Officer, L. Schick, Deputy Corporate Officer/Executive Assistant, G. Hilliard, Protective Services Assistant, C. Braaten, Protective Services Assistant, E. Epp, Manager of Communications

**1. CALL TO ORDER**

**1.1 Adoption of Agenda**

**EPC.2018-4-1**

Moved Director Forseth  
Seconded Director Armstrong

That the agenda items be adopted as presented.

**Carried Unanimously**

**2. BOARD REPORTS AND CORRESPONDENCE**

**2.1 Report from Director Forseth - Red Cross Phase 2 Program**

**EPC.2018-4-2**

Moved Director Forseth  
Seconded Director Massier

That the report from Director Forseth, dated March 12, 2018, regarding the Red Cross Phase 2 Program, be received.

**Carried Unanimously**

**2.2 Butterfly Effect Communications - Wildfire Consultation Report**  
**EPC.2018-4-3**

During discussion of this item the meeting recessed from 11:50 a.m. to 12:10 p.m.

Agreed by Committee Consensus:

That priorities be assigned to the following recommendations from the Butterfly Effects Communications 2017 Wildfires Consultation Report as noted below:

Priority – Additions/Revisions	Recommendations
2	FLYER DROPS: Developing templates, tools and a structure to complete this task in the future, with the goal of completing the task within six hours.
N/A	VIDEO/PHOTO POOL: Using existing social media, allow videos and photos to be added to a central pool. This will include images from the public and other agencies.

3	SIGNAGE: Static Roadside Signs - Purchase an inventory of directional signage that are reflective and can be used in evacuations to direct residents in a safe direction. These signs should have GPS-enabled devices to aid in tracking placements. These can also serve as directional signage when residents are able to stay, but roads are closed.
3 - Send correspondence to MOTI and FLNRO, and private licenses of Crown Land to confirm who is responsible for signs / liable for traffic, and request that evacuation routes be preplanned (through consultation with communities, CRD elected officials, and licensees) Make arrangements ahead of time to, if possible use existing LED signs on commercial properties	Highway Roadside Signs - Purchase or rent signs to be placed on roads to relay important information throughout the emergencies. These would be similar to signs used by MOTI during the wildfires, but be specifically for relaying important information about the emergency
2 - Work with ISPs to open up hotspots (for a fee if necessary)	Digital Signs at Centres - Purchase digital screens which can relay important information to Resiliency and Evacuation centres. A television with ability to display a web site, and access to the internet would work for this purpose. This includes Smart or Roku televisions. This would be accompanied by a web site which will be created to display EOC information updates, weather, news and order/alerts. UPDATE: Two digital screens were purchased for this task within CRD boundaries.

1	<p><b>COMMUNITY LIAISONS FOR COMMUNICATIONS AND LOCAL INFORMATION:</b> Establish a community liaison system focused on information gathering and sharing. Community liaisons will be trusted members of the community who are engaging communicators and can also use a variety of communication tools including radio, internet, and cameras. They will also have ability to connect to the internet and be easily reachable by telephone and on-call or have an available back-up at all times in case an emergency occurs. They may also have the ability to complete other tasks such as issuing permits.</p>
<p>1 - Hold meetings only as needed or requested, and not if there is no new information. Meetings to be attended by EOC personnel, FLNRO staff and/or Policy Group members Post information at public spots (eg. Post Offices and Community Centres)</p>	<p><b>INFORMATION MEETINGS/BOARDS:</b> Using the Community Liaison network, provide at least daily posted updates at centres, and more regular meetings during emergencies. It should be made clear to residents at each meeting they may not get answers to all questions at these meetings, as information is fluid and constantly developing.</p>
2	<p><b>MAPS:</b> More local details including naming roads, waterways, and forestry roads.</p>
3	<p>Use online mapping, perhaps providing Google Earth version through the CRD web site.</p>
<p>3 - Request FLNRO to keep fire map information up-to-date</p>	<p>Daily maps should be released which include fire perimeter and evacuation boundaries.</p>

3	Maps must be provided in a format which can be viewed on a mobile device.
2	Working with GPS map services, ensure map data is updated to match current available data. These include Google, Bing, Apple, Gamin, Magellan, Rand McNally, Trackimo and TomTom.
1	EMERGENCY NOTIFICATIONS SYSTEM: Send notifications when order/alert taken off.
1 - Use ONLY for Order and Alert changes and other emergency notifications	Send notifications when information changes are available, specific to areas impacted. In most cases, updates should only be sent once per day, however, the situation may require more than one update daily.
1	Significant campaigns and promotion of the notification system, through email, media, and social media campaigns should happen in months coinciding with CRD open houses. As part of the campaign, callers to CRD offices should be asked to sign up, with staff directing residents to sign up online or immediately over the phone if they have no internet access. Residents will also have the ability to sign up through computers at the open houses and at front counters at CRD offices and regional municipalities. Training will be required for staff on the sign-up process prior to these campaigns.

1	<p><b>ORDERS/ALERTS</b>  <b>COMMUNICATION:</b> List more details including where to get permits, help with animals, road block locations, evacuation routes, and the impact on essential services and businesses.</p>
2	<p>Road blocks should be provided with basic information to aid in proper evacuation when possible - maps, information packages, and where to get help. A road block guide can be developed in advance and be printed and ready for emergencies, with an electronic version also available for circulation. If necessary in emergencies, information may need to be relayed by helicopter.</p>
4	<p>Extra time for businesses to evacuate - especially those accommodating guests.</p>

<p>4 - In Resiliency and Reception Centres, NOT with Incident Command teams</p>	<p><b>FIELD OPERATIONS – PLANNING AND INFORMATION:</b> Planning and Information teams must have Field Officers in place, roaming the areas impacted to gather intelligence and relaying information both to and from the EOC. In the case of the information role, it also gives media a local contact to arrange interviews, and a source to verify wording of orders, alerts and media releases. There is a gap which can be filled by placing Information Officers in the field at various locations including: Evacuation Centres / Resiliency Centres / Incident Command Teams / Communities. This role would serve to fill the existing gap of gathering local knowledge and ensuring information is reaching communities/agencies which it is working. It is normal in disasters to have field officer(s) working as community and agency liaisons. This will improve the understanding of local issues as well as increase communications to the communities. These team members do not need to be local, however their role must be local-focused. They must be equipped with communication tools which will generally work in remote locations over long periods of times, and be able to safely survive in remote locations with appropriate food and accommodations, and be monitored in case they are in danger.</p>
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1	<p>OPERATIONS – EMERGENCY OPERATIONS CENTRE (EOC): The CRD operations centre setup should be adjusted to have information placed in the room on the outer edge of the Director. As part of this, the highest-speed internet connection available should be wired to this corner of the room with a connection for each information team member, to decrease the time necessary to upload photo, audio and video files to the internet.</p>
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**2.3 CRD EOC After Action Report on 2017 Wildfires**

**EPC.2018-4-4**

Moved Director Forseth  
 Seconded Director Sorley

That the Cariboo Regional District Emergency Operations Centre After Action Report on the 2017 Wildfires be received.

**Carried Unanimously**

**3. ADJOURNMENT**

**EPC.2018-4-5**

Moved Director Armstrong  
 Seconded Director Sorley

That the Cariboo Regional District Emergency Preparedness Committee meeting be adjourned at 3:48 p.m. April 3, 2018.

**Carried Unanimously**

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Chair

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Corporate Officer



