



**CARIBOO REGIONAL DISTRICT
EMERGENCY PREPAREDNESS
COMMITTEE MINUTES**

June 11, 2018

2:40 p.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 B. Anderson
ABSENT : Director J. Sorley, Director A. Richmond
STAFF : J. Maclean, Chief Administrative Officer, S. Masun, Manager of Protective Services, A. Johnston, Corporate Officer

1. CALL TO ORDER

1.1 Adoption of Agenda

EPC.2018-6-1

Moved Director Forseth

Seconded Director Armstrong

That the agenda items be adopted as presented.

Carried Unanimously

2. ADOPTION OF MINUTES

2.1 Minutes of the Emergency Preparedness Committee - April 16, 2018

EPC.2018-6-2

Moved Director Forseth

Seconded Director Massier

That the minutes of the Emergency Preparedness Committee meeting, held April 16, 2018, be received and adopted.

Carried Unanimously

2.2 Minutes of the Emergency Preparedness Committee - May 1, 2018

EPC.2018-6-3

Moved Director Forseth
Seconded Director Massier

That the minutes of the Emergency Preparedness Committee meeting, held May 1, 2018, be received and adopted.

Carried Unanimously

2.3 Minutes of the Emergency Preparedness Committee - May 24, 2018

EPC.2018-6-4

Moved Director Forseth
Seconded Director Massier

That the minutes of the Emergency Preparedness Committee meeting, held May 24, 2018, be received and adopted.

Carried Unanimously

3. BOARD REPORTS AND CORRESPONDENCE

3.1 2017 Wildfire Reports Recommendations

Agreed by Committee Consensus:

EPC.2018-6-5

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

Priority	Recommendations
1 – remove “electoral areas”	The CRD needs to develop and document clear processes to establish and rescind alerts and orders in conjunction with the electoral areas and key agency stakeholders (BCWFS, First Nations, EMBC, RCMP).

1	Work collaboratively with agencies such as the RCMP and regional SAR to develop clear and agreed upon roles, processes and approach to evacuations. This plan should be practiced at least annually prior to the fire season to familiarize evacuation teams with their expected responsibilities and actions.
1	Enhance public education with respect to necessary preparations and processes to improve response to evacuations alerts and orders and to enhance community preparedness and resiliency.
1	Pre-planning should be undertaken to address the support and re-supply needs of those residents that are in communities on alert or non-alert status that have been cut off from access to supplies by areas under evacuation order. This can be planned based on scenarios using the predesignated evacuation zones model recommended in #19. (this is number 24)
1	Work closely with other adjacent regional districts to enhance collaboration during emergencies. This should include collaborative training and cross jurisdictional exercises. Consider establishing a process whereby staff resources can be shared during single region activations to allow cross pollination of information and processes which would improve coordination during larger events.
1	Relationships with First Nations should be developed and enhanced to incorporate First Nations in regional planning and preparedness efforts. This should include joint training and exercises and can be facilitated in conjunction with EMBC efforts to support First Nations preparedness and response under the new agreement with the federal government.

<p>1 – Change “The Regional Community” to “in rural areas”</p>	<p>The Regional Community Emergency Support program should enhance ESS capability in rural areas to support their communities in the event of emergencies. This type of program is often developed through community volunteer initiatives and operates as extensions of the CRD Regional Emergency Program and would be supported by the CRD EOC. These local resources can provide excellent depth for the region as a whole as ESS team members in unaffected areas can be drawn on to provide support depth to any regional response to impacted areas.</p>
<p>Dealt with by Butterfly Effects Recommendation (Community Liaisons)</p>	<p>Enhance and promote Fire Smart activities in areas that are at the greatest risk of interface fire. This activity should include encouraging the public to adhere to Fire Smart guidelines for personal property.</p>
<p>3</p>	<p>EMERGENCY SOCIAL SERVICES (ESS): Two ESS guides - One for ESS staff/volunteers which will provide information on their role and simple flow charts to help them assist residents. The second guide will be for residents and provide them general information which can be updated with specific information related to the emergency.</p>
<p>1</p>	<p>ESS kits to provide basic supplies to set up an initial reception centre, with guides on what they may need to add to their kit for their emergency, and where to obtain those items. Kits will also include signage and copies of documents to support the first 24 hours of an emergency.</p>

1	Establishing a Cariboo Regional District business registry - economic stability is a cornerstone of recovery. Outreach to businesses impacted by the 2017 fire season is complicated by the lack of business registry information in the outlying rural areas. Collecting and organizing this data would assist in future emergency and communications planning, recovery operations, and close potential gaps earlier.
4	Communication coordination - consider stream lined and simplified early recovery communication to ensure accessibility. Consistent symbols could be used to indicate reception/resiliency centre locations.

3.2 Wildfire Recommendation Prioritization Report

EPC.2018-6-6

Moved Director Forseth
 Seconded Director Anderson

That the agenda item summary from Stephanie Masun, Manager of Protective Services, dated June 5, 2018, regarding prioritization of the wildfire recommendations from 2017, be received.

Carried Unanimously

EPC.2018-6-7

Moved Director Armstrong
 Seconded Director Forseth

That the report from Stephanie Masun, Manager of Protective Services, regarding prioritization of the wildfire recommendations from 2017 be updated and forwarded to the Board for endorsement and public recognition of the actions being taken.

Carried Unanimously

4. **ADJOURNMENT**

EPC.2018-6-8

Moved Director Armstrong
Seconded Director Anderson

That the Cariboo Regional District Emergency Preparedness Committee meeting be adjourned at 4:15 p.m., June 11, 2018.

Carried Unanimously

Chair

Corporate Officer