

Minutes of the meeting of the Comox Valley Emergency Program Administrative Committee held on October 18, 2018 at the Town of Comox commencing at 8:35 am.

PRESENT:

R. Dyson, Chief Administrative Officer (Chair)	CVRD
D. Allen, Chief Administrative Officer	City of Courtenay
S. Topham, Chief Administrative Officer	Village of Cumberland
R. Kanigan, Chief Administrative Officer	Town of Comox
I. Smith, General Manager of Community Services	CVRD
H. Siemens, Emergency Program Coordinator	CVRD
S. Speed, Recording Secretary	CVRD
S. Goodman, CVEP Disaster Radio Communications	CVEP

ITEMS

Minutes of the meeting of May 11, 2018 were approved.

Management Report

The management report was reviewed and updated.

Items:

CVRD Hospital Antenna and Regional Frequency Update

S. Goodman explained that he is waiting for a signed Memorandum of Understanding from the Vancouver Island Health Authority to proceed with the installation of the radio antenna on the Comox Valley Hospital. He has received a quote for a technical survey that is required before the antenna can be installed.

S. Goodman explained that CVEP is going to apply for a new radio frequency for use regionally during an emergency and / or disaster and in the application he needs to include the total number of radios that will be on this frequency. Municipalities are asked to provide the number of radios their staff will be using on this frequency to S. Goodman prior to December. There are plans to pre-program radios with frequencies from nearby jurisdictions for mutual aid purposes.

S. Goodman also explained that there is a need for a policy to be developed on usage of the frequency during an emergency and / or disaster. CVEP will work on this with other Comox Valley agencies/organizations.

Earthquake Exercise 2020

H. Siemens gave an update on the functional earthquake exercise and explained that it will take place October 15th, 2020. The exercise design team consists of approximately eight people from various agencies as well as BC Hydro. H. Siemens is endeavouring to hire a project facilitator to lead the design and delivery of the exercise.

The exercise will be an earthquake in West Courtenay, and will be a 7.9 magnitude/ VII on the Mercalli Intensity Scale. The exercise will be focused mainly at area/infrastructure closes to Courtenay that could have the highest potential impacts regionally. Planning of tabletop exercises will be mainly focused on discussion based walk – throughs from a regional incident level. Further tabletops maybe considered for Cumberland/Comox to provide them with the opportunity to discuss the incident and its possible direct impacts to them. It will really dependent on availability of personnel/volunteer once we have the overall exercise's scope and scale developed.

Leading up to the exercise there will be a lot of training offered. It is encouraged that Municipalities have staff who will be involved in the exercise take training. Rapid Damage Assessment training will be offered after BC Housing has fully reviewed their courses materials and updates the basic and advanced, which CVEP would like to see designed more for assessment of Critical Infrastructure.

The budget for this exercise will be mainly used to hire a facilitator, training and recognition of volunteers' expenses. It was agreed that video documentation of the exercise would be beneficial, if financially possible. In-kind staff /volunteer involvement would be appreciated from the local governments.

Emergency Plan Designed for the Public

H. Siemens reviewed the plan and explained that it was created in response to requests from the public and other non-planning agencies to obtain a copy and to offer a bit more high level information. The regional CV emergency plan can't be distributed due to confidential content. H. Siemens, working with CVRD Corporate Communications, will complete the Public Information Plan section and send along to the CAOs for review. It will consider the best approach to linking other local government in. e.g after-hours numbers.

This public plan will be posted online on the CVRD's Emergency Management page and when complete, the link will be shared with other municipalities. Further discussion are occurring with CVRD media and marketing (EOC Information Officers) and city's team to determine a regional EOC communication plan and processes.

2018 in Review

H. Siemens reviewed the 2018 training and deliverables attachment and explained that in the near future there will be more specialty courses offered as we practice and train in preparation for 2020 exercise.

The regional Emergency Plan has been formatted and updated and the binders will need distributed. H. Siemens would like to see less paper versions and more USBs used. It was agreed USB will be good to have, though a couple of CAOs indicated they already had one. H. Siemens will send an email asking how many binders and USBs each municipality would like and then arrange delivery.

H. Siemens was successful in obtaining a grant for a generator and will send S. Topham the application to use as a guiding document in Cumberland's application for the same kind of funding.

2019-2023 Financial Plan Preliminary Discussion

H. Siemens explained that the financial plan is in its early stages of development and confirmed he will provide the draft financial plan to the CAOs for review and feedback. The financial plan will be mainly

focused on the upcoming earthquake exercise, exercise facilitator and equipment or upgrades to ensure readiness for it.

NEXT MEETING

The next Comox Valley Emergency Program Administration Committee meeting is scheduled for March 14, 2019 at the Comox Valley Regional District.

ADJOURNMENT

The meeting adjourned at 10:05 a.m.

S. SPEED

Selena Speed
Recording Secretary

R. DYSON

Russell Dyson
Chair