

Minutes of the meeting of the Comox Valley Emergency Program Administrative Committee held on May 11, 2018 at the Comox Valley Emergency Program 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

ITEMS

Minutes of the meeting of March 1, 2018

There were no errors or omissions noted.

Management Report

The management report was reviewed and updated.

Connect Rocket Teams Test

The Connect Rocket notification system was tested and all of the Chief Administrative Officers received a test notification. Briefed in how the Connect Rocket ‘conference call’ feature would work.

Radio Node Placement on Mt. Washington

Scott Goodman, CVEP Communications provided an update on the radio communications equipment and exercises. The most recent Exercise Sweeper went very well.

Scott is also waiting for approval to install a new antenna on the roof of the hospital that will allow for a new frequency that all agencies could use to communicate with each other.

Mount Washington should soon have a packet node that will allow for communications in all jurisdictions on Vancouver Island, Powell River and the Sunshine Coast.

Connect Rocket Mass Notification Moving to All Hazards

The Connect Rocket notification is working well and the mass notification for all hazards will be addressed moving forward. The committee agreed that it is better to send out notification if there is an emergency in the area being notified, and not for situations that don’t directly affect that area.

Additional Items

LiDAR Project

H. Siemens explained there are upcoming projects regarding LiDAR work and suggested working regionally. The Village of Cumberland would be interested in working together.

Staff Deployment

The committee discussed the possibility of staff deployment in cases of emergency and agreed it would provide for a good training opportunity. There is an issue of not enough capacity. Considerations be given for the opportunity to include staff from all Comox Valley local governments.

NEXT MEETING

The next Comox Valley Emergency Program Administration Committee meeting is scheduled for October 14, 2018 at the Town of Comox.

ADJOURNMENT

The meeting adjourned at 9:25 am

Recorded By:

S. Speed

Selena Speed
Branch Assistant – Executive
Management Branch

Confirmed:

R. Dyson

Russel Dyson, CAO