

Minutes of the meeting of the Comox Valley Emergency Program Administrative Committee held on October 11, 2017 at the Village of Cumberland commencing at 8:30 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
D. Demarzo, Acting General Manager of Community Services	CVRD
H. Siemens, Emergency Program Coordinator	CVRD
S. Speed, Recording Secretary	CVRD

**ITEMS**

**Minutes of the meeting of May 10, 2017 were approved**

**Management Report**

The management report was reviewed and the committee discussed the presentation of the Flood Response Guidelines (guidelines). The committee agreed that elected officials will be invited to an upcoming Committee of the Whole where the guidelines will be presented for their information.

H. Siemens reviewed the regional spill response and explained it is an ongoing work at a provincial level. Dave Pridman and Darcy Segó of the Ministry of Environment will be invited to present at the next Comox Valley Emergency Program Administrative Committee meeting.

**Items:**

**Wildfire Exercise Update**

H. Siemens reviewed the exercise and explained that it was a full functional exercise and in the future the desired training would be in smaller groups on a more frequent basis. The committee agreed that training would be better absorbed if a course could be broken into groups rather than one big exercise.

The committee watched a short drone video of the exercise.

**Functions 270 & 271 budget 2018**

H. Siemens discussed the proposed budget items and explained that there will be a small increase due to the Shake Zone earthquake simulator planned to occur every two years. Once the proposed budget is completed it will be distributed to the committee.

**Shake Zone – Earthquake Simulator**

H. Siemens explained that the Shake Zone is planned to occur every two years during emergency preparedness week in May and the committee agreed to locate it in a different Municipality on a rotating basis. H. Siemens will advise as to where it will occur in 2018.

**Training Plan**

H. Siemens reviewed the training plan for 2017 and reminded the committee to advise him of which staff are going to be taking the Emergency Operations Centre Essentials course in November 07-08. 2018 training schedule will follow and it was requested that a review be done with each local government of the different functions to enable an informed choice of which staff to train.

**Upgrades to CVEP Office**

H. Siemens explained that the Wi-Fi and equipment at the Emergency Operations Centre have been upgraded and they now have Shaw 150 which has three levels of security. The next upgrade will be the purchase of wireless printers.

**Exercise Sweeper Findings and Observations**

H. Siemens reviewed the exercise sweeper and explained it was a big success that identified work that still needs to be done. This is an annual event.

**NEXT MEETING**

The next Comox Valley Emergency Program Administration Committee meeting is to be determined.

**ADJOURNMENT**

The meeting adjourned at 9:40 am.

***S. SPEED***

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Selena Speed  
Recording Secretary

***R. DYSON***

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Russell Dyson  
Chair