

**DATE:** January 31, 2019**FILE:** 7130-03**TO:** Chair and Directors  
Electoral Areas Services Committee**FROM:** Russell Dyson  
Chief Administrative OfficerSupported by Russell Dyson  
Chief Administrative Officer***R. DYSON*****RE: UBCM Community Preparedness Fund Application – EOC Generator****Purpose**

To seek board approval to apply to the Union of BC Municipalities (UBCM) for Community Preparedness Emergency Operations Centres and Training Funds to support the procurement of a portable diesel generator to enhance emergency operational capacity. Application is attached as Appendix A.

**Recommendation from the Chief Administrative Officer**

THAT the board support an application to the Union of BC Municipalities Community Preparedness Fund in the amount of \$25,000.00 for acquisition of a 15-20 kW portable diesel generator under the Emergency Program Electoral Areas Service, function 271 and provide support for overall grant management.

**Executive Summary**

A large event such as a severe storm or earthquake could leave our region and Emergency Operations Centres (EOC) without power. A portable diesel generator is a critical, moveable resource.

- UBCM administers the Community Emergency Preparedness Fund program
- The estimated cost for a 15-20 kW portable diesel generator is \$21,000-\$25,000
- Although primarily intended for use at the current regional EOC, this resource could be staged at other locations that directly support the EOC, such as:
  - Departmental Operations Centres (DOC)
  - Command Centres
  - Reception Centres
  - Group Lodging facilities
- Project completion date is no later than one year from project approval

Prepared by:

***G. DOERKSEN***

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George Doerksen  
Deputy Emergency Program  
Coordinator

Concurrence:

***H. SIEMENS***

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Howie Siemens  
Emergency Program  
Coordinator

Concurrence:

***T. IAN SMITH***

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T. Ian Smith  
General Manager of  
Community Services

**Background**

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of Local Governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by UBCM. The application has been submitted to meet the required timeframe and staff are now seeking Board approval to endorse the grant funding application.

CEPF was announced as part of an \$80 million announcement from the Ministry of Transportation and Infrastructure. For 2019 the following streams are supported:

- EOCs and training
- Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning
- Structural Flood Mitigation

These streams are solely funded by the Province of BC and administered by UBCM. All local authorities (as defined by the *Emergency Program Act*) and Treaty First Nations (as defined by the *Interpretation Act*) in BC are eligible to apply.

The Comox Valley Emergency Program (CVEP) is a regional service that supports and includes all Comox Valley Electoral Areas A, B and C, municipalities, as well as collaborates closely with K'ómoks First Nation. CVEP is seeking approval to apply for funding under the CEPF Emergency Operations Centres and Training Stream. This stream is intended to support the purchase of equipment and supplies required to maintain or improve EOCs and to enhance EOC capacity through training and exercises. The application will seek funding to support procurement of a portable diesel generator.

In our region there are several scenarios that could jeopardize the power distribution grid. These include earthquakes, severe winds, heavy snowfalls, ice storms, and geomagnetic storms (severe solar flares). During these disruptions this portable generator will be a critical resource for the emergency program. Although primarily intended for use of the regional EOC, it could be staged at other locations that directly support the EOC, such as:

- Departmental Operations Centres (DOC)
- Command Centres
- Reception Centres
- Group Lodging facilities

Where it would be staged would be based on input from the Incident Command Post, Departmental Operations Centre, EOC or CVEP.

Having the enhanced capacity and ability to access an independent source of immediate power if there is a major failure of the power distribution grid, makes good sense from a preparedness, mitigation, and response planning standpoint.

**Policy Analysis**

UBCM requires a board resolution indicating support for the current proposed activities and willingness to provide overall grant management.

**Financial Implications**

The UBCM EOC funding stream provides a maximum of \$25,000. The estimated cost for a 15-20 kW diesel generator, on a trailer, is \$21,000 - \$25,000. If successful, CVEP will provide overall management of the funds and generator purchase, through Emergency Program Electoral Areas Service, function 271. The Finance Department will provide assistance. All funded activities must be completed within one year of notification of project approval.

The ongoing cost of annual maintenance and load testing for this generator will be covered through Emergency Program Electoral Areas Service, function 271.

**Interdepartmental Involvement/Implications**

Updates on the progress of the UBCM CEPF application will be shared with the Finance Department, Community Services and other key CVRD departments as required.

**Citizen/Public Relations**

Local governments, response agencies, community groups and the public in general, recognize that there are many hazards that could jeopardize the power distribution grid. When not being used for the regional EOC, this valuable resource may be deployed to provide support to emergency organizations and facilities across the CVRD, including Denman Island and Hornby Island.

Having these alternate power sources in place will enhance the regional EOC's capacity operationally and support all residents of the Comox Valley.

Attachments: Appendix A – “CVEP UBCM application”

# Community Emergency Preparedness Fund

## Emergency Operations Centres & Training

### 2019 Application Form

Please complete and return the application form by **February 1, 2019**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <small>(for administrative use only)</small>
Applicant: Comox Valley Regional District	Date of Application: 28 January 2019
Contact Person*: George Doerksen	Position: Deputy Emergency Program Coordinator
Phone: 250-334-8890	E-mail: <a href="mailto:gdoerksen@comoxvalleyrd.ca">gdoerksen@comoxvalleyrd.ca</a>

\* Contact person must be an authorized representative of the applicant.

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Local Authorities.</b> For all regional projects, please list all of the partnering local authorities included in this application. Refer to Section 2 in the Program &amp; Application Guide for eligibility.</p>

<b>SECTION 3: Project Summary</b>
<p><b>2. Name of the Project:</b></p> <p>3. Comox Valley Emergency Program - Portable EOC Generator</p>
<p><b>4. Project Cost &amp; Grant Request:</b></p> <p>Total Project Cost: \$25,000      Total Grant Request: \$25,000</p> <p>Have you applied for, or received funding for, this project from other sources?</p> <p>No</p>
<p><b>5. Project Summary.</b> Provide a summary of your project in 150 words or less.</p> <p>During an emergency response it is critical that the regional EOC have power and remain operational. Acquisition of this portable diesel generator will provide that backup power and build Emergency Operations Centre (EOC) capacity. The generators' primary</p>

function will first and foremost be as an emergency back-up power supply to the regional EOC. As a regional program for a federation of three electoral areas and three municipalities, this will be a regional resource. During emergencies and disasters it could potentially become the emergency back-up power supply for an EOC at the City of Courtenay, Town of Comox, Village of Cumberland, and K'omoks First Nation. If the primary EOC were inaccessible this generator could also supply back-up power at an alternate regional EOC location.

**6. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

Backup power to ensure the EOC remains operational is critical to the provision of emergency response, and our emergency plan's repeated mention of a generator supports this.

Section 11 (Contingency Plans), references the use of an emergency back-up power source 17 times (auxiliary power or generator).

Additionally, the use of a generator as a back-up power supply for the EOC is referenced in the Comox Valley Emergency Programs 'Business Continuity Plan'.

#### **SECTION 4: Detailed Project Information**

**7. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

Identifying a suitable vendor (3 quotes are required), then the purchase, set up, and testing of the portable 15-20 kW diesel generator at the regional EOC.

**8. Group Lodging.** Describe the extent to which the proposed project will consider group lodging scenarios.

The primary function of this resource is as a back-up emergency power source for the regional EOC. The generator will ensure the EOC maintains communications to support group lodging facilities. Additionally, if not required at the EOC it could be deployed to other EOC's and facilities that directly support the regional EOC, which could include group lodging.

**9. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and First Nations (i.e. trained staff and/or equipment that will be made available to other communities, training resources and exercise plans other communities will be invited to utilize, etc.).

This generator will be on a trailer and easily transportable. During a crisis, if it were not being used by the regional EOC, it could be made available 'for emergency purposes' to the City of Courtenay, Town of Comox, Village of Cumberland, and the K'omoks First Nation.

**10. Partnerships.** Identify any other authorities you will collaborate with on the proposed project and specifically outline how you intend to work together.

Being a regional strategy, the Comox Valley Emergency Program collaborates on a regular basis with the three electoral areas as well as the City of Courtenay, Town of Comox, and Village of Cumberland. Although primarily for the regional EOC, this emergency resource could be available as a back-up power source for other EOC's, as well as the K'omoks First Nation.

**11. Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

A large event such as a severe storm or earthquake could leave our region and primary EOC without power. Without power the EOC cannot function. Having a standby generator is a critical resource that could provide power for numerous needs such as heat, lighting, computers, smart boards, phones, radios, and kitchen facilities.

Although not the primary function, the generator could also support other local government EOC's and emergency facilities, according to need.

**12. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (i.e. tracking number of training events and exercises, external evaluators, etc.)?

The outcomes of this project will be:

1. Identification of vendor (3 quotes required)
2. Purchase, set-up, and testing of a portable 15-20 kW diesel generator at the regional EOC

**13. Additional Information.** Please share any other information you think may help support your submission.

- The Comox Valley Emergency Program will cover annual maintenance and load testing costs
- One estimate for a 20 kW portable diesel generator is included with this application

## **SECTION 5: Required Application Materials**

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
  - ✓ Budget and quote included with application.
- Local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.

✓ Scheduled for Electoral Area Services Committee Feb. 04 / Board Feb. 26

- For regional projects only: Each **partnering** local authority must submit a local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the applicant to apply for, receive and manage the grant funding on their behalf.

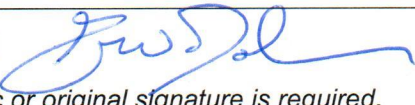
## SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

Name: George Doerksen

Title: Deputy Emergency Program Coord.

Signature:



*An electronic or original signature is required.*

Date: January 28, 2019

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

**BUDGET: 2019 UBCM Community Emergency Preparedness Fund****FUNDING STREAM: Emergency Operations Centres & Training****PROJECT NAME: Comox Valley Emergency Program - Portable EOC Generator**

Item Description	Estimated Project Cost	CVRD Contributions of Funds
<b>15-20 Kw Portable Diesel Generator</b>	\$20,000-\$24,000	<b>None anticipated</b>
Delivery, Setup, Testing	<u>\$1,000</u>	CVRD will cover ongoing cost of annual maintenance and load testing
<b>Total Project Costs</b>	<u><b>\$21,000 - \$25,000</b></u>	
<b>Total Funds Requested:</b>	<u><b>\$25,000</b></u>	





# DISCOVERY DIESEL ELECTRIC

*The Power Source*

1/29/2019

Comox Valley Regional District

Attention:  
Mr. George Doerksen

Discovery Diesel Electric Ltd. is pleased to submit the following proposal for your consideration:

Model **DDE-20PM, 20 KW**, 120/208 volt, 3 phase, **1800 RPM**, 60 cycle, diesel fueled, standby power generator set complete with the following:

Perkins model 404D-22G, Liquid Cooled Diesel Engine with:

- 36 HP .0@ 1800 RPM
- 2.2 ltr Displacement
- Indirect Injection
- 4 cylinders, Inline Configuration
- Heavy Duty Radiator, C/W Blower fan
- Heavy Duty Dry Type Air Cleaner with Replaceable Elements
- Spin-On Oil and Fuel Filters
- 12 VDC Starting and Charging System
- Battery Cables and Fuel Lines
- Auto/remote start
- Engine Instrumentation For Water temp, Oil Pressure, Battery Voltage, Engine Hours
- Engine Safety Shutoffs For HWT, LOP, LWL
- Lubrication Required, SAE 15/40
- Initial Oil and Antifreeze Fill

1800 RPM, 20 kW, 3-phase generator with:

- Revolving Field
- 60 Hz. 12 Lead, Broad Range, Non-Reconnectable
- Single Bearing, Brushless Construction
- Direct Connected to Engine Flywheel
- Drip Proof Enclosure
- Automatic Voltage Regulator
- Class H Insulation, as per Nema MG-1.65, and BSA2757

HEAD OFFICE: 1790 Willow Street, P.O. Box 107, Campbell River, B.C. V9W 4Z9

Phone: 250-286-9621 Fax: 250-286-9641 Toll Free: 1-800-245-5985  
E-Mail: [dde@powersources.com](mailto:dde@powersources.com) Web Site: [www.powersources.com](http://www.powersources.com)

MANUFACTURER OF



FUEL SAVER  
GENERATOR SETS

Page 2

Generator Set Mounted on MOT approved trailer  
Aluminum weather enclosure with SS locking hardware  
UL approved double wall 12 hour fuel tank  
Primed and painted  
1 hour shop load test

**FULL PRICE EACH**

**\$25,000.00**

Terms and Conditions:

- Prices are net F.O.B., Campbell River
- Freight collect to job site
- All applicable taxes are extra
- Delivery is 14-20 days, A.R.O.

This quotation is based on Discovery Diesel Electric's standard scope of supply with the following applying:

- Installation and materials are not included
- Installation requirements can be accommodated separately and handled through our shop services
- Warranty is 1 year from in-service date
- Terms are payable upon final delivery, or upon receipt of invoice
- **Quotation valid for 60 days**

We thank you for the opportunity to quote on your power generation requirements and we look forward to your valued business.

Yours very truly,

Howard C. McCoy  
President