

TOWN OF SIDNEY
MINUTES OF EMERGENCY PLANNING COMMITTEE MEETING
January 22nd, 2020

PRESENT: R. Humble; A. Hicik; Chief Mikkelsen; Sergeant Cook; W. Maxwell;
Deputy Fire Chief Harman; S. Nelson; J. Joe; C. Newcomb, K. MacKenzie

ABSENT: P. Kully; S. Jones; S. Duncan; B. DeMaere; Councillor P. Wainwright; L. Witzer
B. Robinson

1. CALL MEETING TO ORDER

Chief Mikkelsen, Chair, called the meeting to order at 10:00.

2. ADOPTION OF MINUTES:

Moved by Will Maxwell, seconded by Andrew Hicik, that the Minutes of the Emergency Planning Committee Meeting of September 25th, 2019 be adopted as circulated.

MOTION CARRIED

3. ADOPTION OF AGENDA:

Moved by Will Maxwell, seconded by Deputy Chief M. Harman, that the Agenda of the Emergency Planning Committee Meeting of January 22nd, 2020 be adopted as circulated.

MOTION CARRIED

4. BUSINESS ARISING FROM MINUTES:

Deputy Chief Harman provided Town Hall/ Driver's Services Staff with a fire evacuation drill and identified the need for staff accountability. Sandi printed off personnel list for administration to bring along. This will be tested during annually occurring drills.

Annual Senior Care Evacuation Exercise was delayed due to a flu outbreak. Tabletop exercise took place on November 28th and all agencies participated. Will have another exercise in June 2020 at Resthaven Lodge with evacuation and relocation to one of their mutual aid partners (Sidney All Care/Shoal Centre)

PEMO ESS has been in the rebuilding phase and this has been going well. They were called out to a house fire on Beacon Ave in November. They arrived within 30 mins of deployment and assisted family with support for the following 6 days. They are on a "one call system" in which only one number needs to be contacted to get a full team response.

Program seems to be successful and team is mostly self-sufficient with little need for assistance.

There is \$30,000 in the 2020 budget to investigate water supply and make a decision if we should utilize CRD resources or harden our well sites. Will need to look into volume available from wells as each person requires 10-15 L per day as per United Nations. This will equate to 145,000 L required per day. Will also need to look into a filtration system. Surrey has implemented filter hook up system on their fire trucks and possibly look into something similar for Sidney.

A draft has been created to implement a new policy regarding required resources for large scale events in the Town of Sidney. Will be circulating to council for review and policy approval. Once approved, will host an information session so that smaller contractors can be made aware of the changes and understand the new requirements and processes prior to event applications.

Town of Sidney needs to look at the CRD's plan for dealing with human waste should the Sanitary Sewer system be affected for a long period of time.

Deputy Harman will establish a set up schedule for the EOC. W. Maxwell and Deputy Chief Harman have worked through the summer months to build and map the new EOC with staff setup taking place on January 8th and 22nd.

NEW BUSINESS:

The staff EOC setup was completed on January 8th and another setup January 22nd.

It was discussed as a group that we will apply for a UBCM Emergency Operations Centre grant for equipment only and not pursue staff training in 2020.

Town Hall staff attended Emergency Management training on Finance and Logistics in December. Training was facilitated by Chad from Logic League Consulting and was attended by staff from North and Central Saanich. This training was provided from the Tri-Municipal UBCM grant.

Week of October 1-4 Sidney successfully hosted the annual Grade 5 Expo where numerous fire departments taught approximately 700 Grade 5 children about Fire Safety. Sidney will be hosting again in 2020.

Large simulated tsunami inundation event planned for February. Multiple agencies will be involved and it will test readiness of responding to such event. Highlighted duties will be knocking on doors to evacuate residents and determining how long this will take. RCMP will be dispatched to higher-risk areas and groups such as PEMO SAR will attend the neighborhoods with less of a life safety risk.

Looking at the possibility of applying Sidney to achieve “role model” status after completion of necessary changes following the 2014 audit. Currently 4 cities in Canada have this status and we are looking to make Sidney the 5th as we have made good progress.

Business continuity planning. Draft was sent to Jim Lamorte. Chief Mikkelsen will be following up with him. Discussed the idea of a business continuity exercise in the future.

OCP review – hopefully will have a consultant in place March and will start in April. If anyone has goals to include in document, please see Corey Newcomb as he is looking for feedback.

Shoal Centre is looking at obtaining a generator. Due to the nature of the building we should work with them to have this put into place. Will need an assessment of the building to determine which areas would need to be energized. Will need to engage Ron Green for input as well as Strata of Shoal Centre for overall discussions.

Access to EOC could be an issue as swipe cards will be required to gain entry. Keys could be added to town vault as well as RCMP so that staff can access EOC without FD assistance. May look at providing senior staff with keys as well in case of access issues to Town Hall.

Obtained Satellite phone through UBCM grant funding and will be permanently securing it to roof so we can still contact necessary resources if cellular communications fail. Both North Saanich and Central Saanich have similar devices as well.

It was confirmed that RCMP is able to operate with little to no support staff as there may be a policy developed in which municipal staff do not attempt to come in during extreme weather incidents.

RCMP business continuity plan has been implemented for CSB. A plan has been put into place and they will be able to utilize the facility.

Will facilitate annual evacuation procedure/fire drill for RCMP in conjunction with town hall.

5. REPORTS:

No specific Reports were delivered. Main discussions included Action Items and previous Meeting Minute items.

6. ROUND TABLE:

No roundtable items that are not already included in new business.

7. OTHER:

The next regular Emergency Planning Committee Meeting will be held on Wednesday April 15th, 2020 at 10:00am at the Community Safety Building

8. ADJOURNMENT

Moved by Chief Mikkelsen, seconded by W. Maxwell, that the meeting adjourn 10:40am.

MOTION CARRIED

CHAIR

Action Items:

January 2018	Tsunami risk in Town Talk	Chief Mikkelsen
January 2018	Educate marinas; ERMS and Tsunami protocol	Chief Mikkelsen
January 2018	Rebuild PEMO ESS team (ongoing)	D/C Harman
May 2018	Explore grant funding for potable water use in wells	B. Robinson
January 2020	Business Continuity	Chief Mikkelsen/ A. Hicik
January 2020	Shoal Centre Generator	A. Hicik
January 2020	RCMP Fire Drill	D/C Harman