

TOWN OF SIDNEY

MINUTES OF EMERGENCY PLANNING COMMITTEE MEETING

June 17th, 2020

PRESENT: R. Humble; A. Hicik; Staff Sergeant Conley; Chief Mikkelsen; Councillor S. Duncan; W. Maxwell; Deputy Fire Chief Harman; B. Robinson; C. Newcomb; B. DeMaere; L. Witzer; D. Barner;

ABSENT: Councillor P. Wainwright; S. Nelson; J. Joe; S. Jones;

1. CALL MEETING TO ORDER

Chief Mikkelsen, Chair, called the meeting to order at 10:01.

2. ADOPTION OF MINUTES:

Moved by Corey Newcomb, seconded by Andrew Hicik, that the Minutes of the Emergency Planning Committee Meeting of January 22nd, 2020 be adopted as circulated.

MOTION CARRIED

3. ADOPTION OF AGENDA:

Moved by Will Maxwell, seconded by Deputy Chief Harman, that the Agenda of the Emergency Planning Committee Meeting of June 17th, 2020 be adopted as circulated.

MOTION CARRIED

4. BUSINESS ARISING FROM MINUTES:

Town Hall staff attended an EOC exercise split into two sessions on March 11th, 2020. 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.

Simulated tsunami inundation event planned for February 2020 has been postponed until further notice due to COVID-19 pandemic and budget and time implications. Will consider coinciding with Shake Out 2021.

Resthaven Lodge evacuation drill scheduled for June 2020 has been postponed until further notice due to COVID-19. Deputy Chief Harman has been in daily contact with the Senior Care Facilities directors during the current COVID-19 pandemic. Have received several praises for the communication levels from the EOC.

Emergency Social Services (ESS) team has been active with three house fire calls and modified online training since last meeting. In particular, one call was for a family of four that was displaced due to a house fire. ESS provided meals, clothing and shelter.

RCMP fire drill has not been scheduled, but will be completed for 2020.

The Town of Sidney is a “Participating City” under the United Nations Office for Disaster Risk Reduction campaign, Making Cities Resilient. We are anticipating a confirmation as a “Role Model City.”

Chief Mikkelsen reported Business Continuity Planning assisted the Town through the pandemic as we already had plans in place that allowed us to adapt quickly. Andrew Hicik elaborated that the personnel aspect (such as working from home with little notice) and collaborating with the union were not previously identified; but now have been. Staff Sergeant Conley raised concerns with the challenges of obtaining resources.

Corey Newcomb spoke to the progress of the OCP review. Has been hindered slightly with COVID-19 but is still progressing. Following public consultation there will be a discussion regarding engaging emergency management into the OCP. Asked committee to make note of any items in daily work flow that relate to emergency management.

NEW BUSINESS:

The Town of Sidney was successful with another UBCM grant for EOC training and infrastructure at approximately \$20,000. New computers and conference call units are allocated purchases in addition to further staff training with a training provider.

Chief Mikkelsen reiterated to committee the value of staff having prior EOC experience to COVID-19 pandemic. Will continue to advocate for all Town staff to participate in opportunities (training and realistic) as they arise.

Chief Mikkelsen reported that the EOC was beginning its transition from response to recovery. Recognized the efforts from all Town staff to adjust and support the Town’s COVID-19 response activities and expressed his appreciation.

5. REPORTS:

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

6. ROUND TABLE:

Andrew Hicik expressed that economic recovery efforts should not be led by the Town as we do not have the staffing capacity. Committee discussed and agreed that accomplishing 2-3 significant tasks to a high level is preferable over 10 minor tasks that do not provide value.

Business Continuity for staffing over summer will need to be addressed. Staff have been limited on access to holidays and will be looking to take time away from the office. Anticipate limited staff over summer months.

Brian Robinson advised committee that a raised platform will be constructed at the identified pinch point at Sidney Bakery to avoid further accidents. Construction will be completed in way so that material can be reallocated for another project. Town identified this pinch point and potential public hazard, so will assume the cost. However, if businesses are requesting these platforms they should be expecting to cover the cost. Bruce DeMeare confirmed that these requests will be considered on an individual basis; but there is a significant difference between a raised seated platform and a raised sidewalk.

An After Action Review and “lessons learned” for response planning is being undertaken by Emergency Management staff.

Discussion amongst committee regarding temporary showers at Iroquois Park and the anticipated closure date. Councillor Duncan queried if any discussions with North Saanich had occurred for potentially offering showers for the vulnerable homeless population in the District of North Saanich. Staff confirmed discussions have taken place with North Saanich staff.

Access to public washrooms throughout COVID-19 pandemic has been limited. Portable washrooms within the Town of Sidney were discussed. Randy Humble confirmed that one has been budgeted for; staff are currently determining best location. Corey Newcomb proposed potentially adding a public washroom into current commercial developments through amenity funding.

7. OTHER:

The next regular Emergency Planning Committee Meeting will be held on Wednesday September 16th, 2020 at 10:00am at the Community Safety Building

8. ADJOURNMENT

Moved by Deputy Chief Harman, seconded by A. Hicik, that the meeting adjourn 11:07.

MOTION CARRIED

CHAIR

Action Items:

June 2020	Making Cities Resilient Campaign	D. Barner
June 2020	COVID-19 After Action Review	Chief Mikkelsen
Fall 2020*	RCMP Fire Drill	D/C Harman
Fall 2021*	Tsunami risk in Town Talk	Chief Mikkelsen
Fall 2021*	Educate marinas; ERMS and Tsunami protocol	Chief Mikkelsen
Fall 2021*	Tsunami Inundation Event	Chief Mikkelsen
Fall 2021*	Reschedule Resthaven Lodge Evacuation Drill	D/C Harman

**Have been postponed due to COVID-19. Action date is an estimation and will be directly affected by pandemic status.*