

VILLAGE OF ANMORE  
Emergency Preparedness Working Group  
Meeting Minutes from Monday October 26<sup>th</sup>, 2009

**In Attendance:**

Mario Piamonte, Councillor  
Chris Sedergreen, Councillor  
Cherri Woode  
Camille Tribe  
David Speakman  
Jim Matthews  
Krista Schofield  
Elaine Willis  
Donna Webber

**Members Absent:**

Bill Morrison

**ORDER OF BUSINESS**

**1. Call to Order**

The meeting was called to order by chairperson, Mario Piamonte at 7:30 p.m.

**2. Approval of the Agenda**

It was MOVED and SECONDED:

“To approve the agenda as presented.”

CARRIED UNANIMOUSLY

**3. Introduction of Members of the Working Group**

Members briefly introduced their background and interest with regards to Emergency Preparedness:

- Camille Tribe is currently a member of the Community Security Standing Committee and a Block Watch Captain. Camille has extensive experience in marketing and communication having worked as an educator and owner of a marketing business for many years.
- Krista Schofield is a Registered Nurse with no background in Emergency Preparedness other than her medical experience. Krista is quite interested in Emergency Preparedness and improving Anmore’s plan.
- Donna Webber has lived in Anmore 3 years and worked many years in the financial industry, as well as credit investigations, collections, and skip tracing. Donna has attended Council meetings for 1 ½ years, was looking for some way to participate in the community and found this committee the most interesting.
- David Speakman is a member of the Sasamat Volunteer Fire Department. His emergency preparedness began when working with the IOCO refinery when it was operational, where he continues to work close to the community. David has been a member of Anmore’s Emergency Preparedness group for 3 years.
- Chris Sedergreen is a member of Council and co-chair on this committee.
- Cherri Woode is the Area Coordinator for Anmore’s Block Watch and has completed a few Emergency Preparedness courses. Cherri has lived in Anmore approximately 15 years and is extremely interested in getting a plan together for the village.
- Mario Piamonte is a member of Council and co-chair on this committee. Mario has a strong interest in Emergency Preparedness and is a member of the Sasamat Volunteer Fire Department.
- Elaine Willis has been a member on other village committees and would like to help the village prepare for emergencies. Elaine’s experience as a person with a disability and knowledge of other persons with disabilities in the village will be beneficial in determining how the village could best respond in the event of an emergency.

- Jim Matthews is a Scout Leader and has been in scouting for 11 years. Jim holds many resources for social services (tents, stoves, propane), can quickly setup a camp and is a resource of leaders and youth that can be pulled together to do whatever needs to be done. Jim has lived in Anmore 12 years.

#### 4. **Terms of Reference of the Working Group**

- Members received copies of the “Anmore Emergency Preparedness Workgroup Terms of Reference”, as adopted by the Community Security Standing Committee on July 16, 2009.
- The Emergency Preparedness Working Group is a select committee working under the Community Security Standing Committee and will review where the village’s current Emergency Preparedness disaster plan stands; determine what to do to bring it up to date and keep it up to date while ensuring it is relevant and tailored to Anmore’s unique needs.

#### 5. **Work Plan – Draft for Discussion**

- Councillor Piamonte reviewed briefing notes dated November 2008 from Lee Vishloff (past Chair of the Emergency Preparedness Committee) regarding items that the committee was working on for Anmore’s Emergency Disaster Response Plan:
  - ongoing maintenance of emergency supplies was to be performed by staff;
  - phone numbers and updates were required for police, fire, ambulance, emergency operations centre and front lines support;
  - one table top exercise was held with staff last year; these should be held every two years;
  - ICS 100 course at the Justice Institute should be completed by all administrative staff in the village and anyone that may be involved in the Emergency Preparedness group or a crisis situation;
  - there are emergency generators at the Fire Hall and Anmore Elementary;
  - the integrated response plan needs to be updated and made relevant for Anmore;
  - there are sessions available at the Justice Institute for elected officials on emergency preparedness;
  - the Emergency Preparedness committee previously met approximately 9 times per year.
- A member added that the group was also working on a list of supplies lacking for a command centre.
- A portion of the monthly hours for a new Public Works employee were to have been allotted for the charging and testing of emergency equipment stored in the Village Hall and staff were to alternate this task to ensure all knew how to use the equipment. It was questioned whether this is being done.
- The new daycare was to have been the command centre. As it’s not been built, the idea of Anmore Elementary as a command centre was discussed however the logistics of access are a consideration.
- Village staff members are currently listed as primary contacts in the event of a disaster. The standing committee is concerned as to how an emergency would be dealt with if it occurred in the off hours.
- In response, a member explained that residents need to be prepared and have sufficient supplies for 72 hours to allow emergency response personnel the time needed to get up and running.
- The Village had previously hired a contractor to draft a manual titled, “Emergency Response Disaster Plan for the Village of Anmore”. There were approximately 6 numbered copies made, which staff were to update annually. Howard Carley and former committee members should have a copy each.
- Councillor Piamonte provided all members with a copy of Anmore’s abbreviated disaster plan. The original intent of this smaller version was for it to be portable and kept in members’ glove compartments.
- Members discussed information and training available for the public. It was suggested that Block Watch captains could distribute the information to their people, that information be posted on the Village website or a notice be placed in the Anmore Times and Anmore Alternative website that information is available at the village hall.
- Members discussed providing training for residents as done in other municipalities (i.e. Heroes in Coquitlam).
- In the past, mail outs were done to obtain lists of at risk individuals (disabled/elderly), health care professionals and people with construction equipment in the village of Anmore. It is understood that the village has these lists and they will require updating.
- A member cautioned that wording of the mail out should be considered as doctors and nurses would be needed for those at higher risk requiring medical attention. (i.e. medevac or hospital level of care).
- Members questioned whether there is a generator at Anmore Elementary; this will require confirmation.

- A member strongly suggested that pet registration be included on the mail out sent to residents and this information be recorded for reference in the event of an emergency.
- The Community Security Committee is reviewing a study completed in 2007 regarding Wild land Fire Protection. It was suggested that much of this should be integrated in to work done by the working group.
- Members discussed grants for emergency preparedness work; Howard Carley may be a resource on this.

Summary of Action Items (in no particular order):

- Training for staff and emergency preparedness committee members to include how to use the Emergency Response Disaster Plan manual, how to use the equipment and knowledge of its locations.
- Look into courses available for training through the Justice Institute and Heros.
- Get information and training out to the general public.
- Equipment - do an inventory of supplies available (and their locations); check equipment for damages; ensure they are being charged and working properly; and stored securely from dampness and pests.
- List and obtain required supplies for a command centre / emergency situation (i.e. white boards, etc.)
- Determine location for backup Command Centre and consider changing location of stored emergency items to ensure accessibility in the event of an earthquake.
- Have an inventory of social services (i.e. tents, stoves, propane) available and their location should Jim Matthews be unavailable. In addition to names of other Scout Leaders available.
- Updated list for elderly and disabled (with or without home care) by way of a mail out and automatically updated annually by administration.
- Updated list of health care providers (Doctors, Nurses) within the village by way of a mail out and automatically updated annually by administration.
- Compile an updated list of construction type equipment and operators available within the village.
- Review emergency plans for other municipalities similar in size to Anmore (i.e. Lyons Bay) and incorporate that which could apply to Anmore.
- Obtain a copy of the full “Emergency Response Disaster Plan for the Village of Anmore” for all Emergency Preparedness Working Group members.
- Update the contact people and their information in the Emergency Response Disaster Plan
- Look into grants for updating equipment and determine their deadlines to ensure none are missed; start applying for any available.
- Members are asked to review the smaller Emergency Response plan until full versions can be obtained.

**6. Other Business**

- Emergency Preparedness Working Group meetings will be held on the 2<sup>nd</sup> Monday of each month.
- The next meetings are scheduled for Monday November 9<sup>th</sup>, 2009 and Monday December 14<sup>th</sup>, 2009; 7:30 pm. at the Village Hall.

**7. Question Period**

- None

**8. Conclusion**

It was MOVED and SECONDED:

“To conclude the Emergency Preparedness Working Group Meeting.”

CARRIED UNANIMOUSLY

The meeting concluded at 8:55 p.m.

**The foregoing Minutes are to be distributed to the Emergency Preparedness Working Group Members by the Chairperson and read at the committee’s next regular meeting.**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_