

VILLAGE OF ANMORE
Emergency Preparedness Working Group
Meeting Minutes from Monday November 9th, 2009

In Attendance:

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

Members Absent:

Jim Matthews

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. Adoption of the Minutes

It was MOVED and SECONDED:

“That the Minutes of the Emergency Preparedness Working Group Meeting held on October 26th, 2009 be adopted as circulated.”

CARRIED UNANIMOUSLY

4. Work Plan – Prioritization of Action Items

- Councillor Piamonte reported that a full copy of the Emergency Response Disaster Plan for Anmore will be printed off by staff for each committee member prior to this committee’s next meeting.
- It was noted that there are full copies of the disaster plan that will require updating at Belcarra’s village hall, Anmore’s fire hall, and with Anmore village staff.
- Bill Morrison briefly introduced his background and interests with respect to Emergency Preparedness. Mr. Morrison has been in the fire service approximately 29 years and involved in technical rescue teams, ski patrol and wild land rescue.
- With respect to Scouts assisting in the event of a disaster, members discussed whether liability of minors is a concern and if their parents would permit them to assist. It was agreed to discuss this item further with Jim Matthews to obtain his perspective.
- Members discussed the need to identify command centre and respite/registration areas as a top priority. It was stated that in the event of an emergency, the command centre must be in place and functional; it must have the equipment required and be a fully operational communication centre at all times.
- At present, the village hall is Anmore’s command centre. Concern was expressed that it is not a structurally reliable location for the command centre or to house emergency equipment.
- Members discussed alternate locations for the command centre and respite areas.
- Anmore Elementary was identified as the preferred location for a respite/registration area. If the school does not have a backup generator, the committee could attempt to obtain grant funding for this purpose.

- The Fire Hall was identified as the preferred location for a command centre given its location, space, facilities and access to a generator. It is understood that a suite may be added onto the fire hall and members discussed the possibility of its use for the command centre. This would keep the command centre semi-independent from the fire hall and yet close enough to coordinate the two entities to work together in a major event.
- With respect to a command centre location, it was proposed to have a task force research what other smaller municipalities do and come up with some options for the group to debate.
- At present, the village does not have a budget for emergency preparedness. Members discussed the need to research grants for funding required.
- It was reported that the coordinator for H.E.R.O.S is willing to speak with the Emergency Preparedness group and holds courses free of charge through the Coquitlam school board. A list of classes available in the New Year will be obtained to determine what is available for committee members and staff.
- It was noted that Anmore is unique in that it could be extremely isolated in the event of a disaster. Howard Carley is currently listed as the Village's EOC. Given that Mr. Carley does not live in the village, it was suggested that Anmore needs a commander that is local and can gather all resources available if a major event were to occur.
- Members discussed speaking with Anmore Elementary's principal with regard to what curriculum is being taught on Emergency Preparedness.
- Members discussed staff's responsibility with respect to ongoing maintenance of equipment and annual updating of contact lists and the Emergency Response Disaster Plan binders. Councillor Piamonte will inquire with staff as to how the equipment and relevant lists are being maintained.
- Members discussed the need to identify the exact location and access to relevant lists in the event a disaster occurred.
- Prior to having staff update the relevant lists by way of a mail out, committee members will obtain and update the previous mail out's format, correct information and add information on the need for residents to be prepared for 72 hours in the event of a disaster. Research will be done on what other similar sized municipalities are doing with respect to this as well.
- It was agreed that generators (portable and built in home) should be included on the mail out to identify residents in the village that have this equipment available in the event of a disaster.
- The following is an abbreviated description of action items to be completed by the identified committee member(s):

Command Centre / Registration & Respite Area Location

- Determine location for backup Command Centre and Registration/Respite Areas and consider changing location of stored emergency items to ensure accessibility in the event of an earthquake. {Bill & David}

Training / Orientation

- Obtain a full copy of Anmore's Emergency Response Disaster plan for all members {Mario}
- Members to review the smaller Emergency Response Plan {All Members}
- Training for staff and Emergency Preparedness committee members {Cherri}
- Look into courses available for training through the Justice Institute and Heroes {Cherri}
- Get information, brochures, etc. and training out to the general public

Equipment / Supplies

- Inventory of Equipment and Supplies available (& their locations), check for damages and expiry dates; ensure they are charged, working properly and stored securely. {Elaine, Donna & Krista}
- List required supplies for a command centre / emergency situation {Elaine, Donna, Krista}
- Have an inventory of social services available and their locations, as well as names of Scout Leaders {Jim}
- Determine whether Anmore Elementary has a generator. {Mario}

Develop and Maintain Relevant Lists

- Update contact people and their information in the Emergency Response Disaster Plan
- Updated list of health care providers which is to be updated annually by administration {Elaine}
- Updated list of elderly and disabled which is to be updated annually by administration {Elaine}
- Compile an updated list of construction type equipment and operators in the village {Elaine}

Research / Review

- Review emergency plans for other similar sized municipalities {Mario & Cherri}
- Look into grants for updating equipment and determine deadlines {Mario & Cherri}

5. Other Business

- None.

6. Question Period

- None.

7. Next Meeting Date(s)

- The next regular scheduled meeting for the Emergency Preparedness Working Group will be held at the Anmore Village Hall on Monday December 14th, 2009. The meeting time has been changed to 7:00 p.m.

8. Conclusion

It was MOVED and SECONDED:

“To conclude the Emergency Preparedness Working Group Meeting.”

CARRIED UNANIMOUSLY

The meeting concluded at 8:52 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: _____