



ESSA Board of Directors Meeting Minutes

Wednesday, April 28, 2010 @ 6:30 pm
Conference Call - 604-899-4310 code: 5870531

Attended: **Janine Aussem, Bernadette Voit, Andrew Wilson, Elaine Balul, Ieva Cornford, Bob Kennedy**
Regrets: Jackie Kloosterboer, Elizabeth Thomson, Cheryl Lalonde, Sven Braune, Brigitte Prochaska

1. Approval of Previous Minutes

Motion 2010-04-28 (01) - Approval of the minutes of the March 2010 Board Meeting. Andrew Wilson, Ieva Cornford. M/S/C. Approved.

2. President's Report

First off, a thank you to Bob Kennedy for allowing ESSA the use of the PEP conference line and for taking the time to participate in the call. Last week Bernadette traveled to Victoria to meet with Carol McClintock and Becky Denlinger and was able to inquire about funding. The response was that no decisions have been made either way. In the past few years PEP has provided ESSA with \$20k for operations and \$15k for supplies. PEP is now going to deplete their stock of supplies and they will be distributed from the management office from Carol. People can contact the PEP office for supply requests. It was hoped that PEP would know by this week about the funding situation but there has been so word as of today's meeting. In terms of provincial training, ESSA supports PEP taking the funding and facilitating back over. ESSA funded and facilitated the training in BC until March 31, 2010. The JIBC will provide the statistics of what courses were taken and how much funding was provided during ESSA's year of training management. Janine and Bernadette spent the morning at the JIBC last week and accepting the "Friends of JIBC" award. ESSA received a joint nomination by PEP and JIBC (Murray Day and Jeff Cornell) for transitioning the training to ESSA from PEP and back to PEP. There was a lot of gratitude from PEP to ESSA for taking this role over. A side note: If any board members are planning on attending the 2010 ESSA conference, book your hotel quick. If you plan on volunteering, please get this organized right away.

2. Bob Kennedy - Provincial Emergency Program

In regards to ESS and Emergency Management training, the recommendation is to integrate the two of these. Discussions are ongoing on how to make this happen, including the future of ESS training. On the horizon is Curriculum development, including ways to provide training (possibly in individual communities), this is a five year plan. Emergency Program Coordinators are asking for these changes. The first quarter of training has been set. After June when the financial report is released, PEP will make decisions on how to move forward. Some training courses may be cut but the development of tool kits will take the place of that. Some training online, some existing training made into drills while awaiting training courses, and possibly a workshop on facilitation skills to train ESSDs to enable them to put on the drills etc. Everything is just in brainstorming mode right now. The upcoming fire season may delay project development.

The future of mobile support team - Currently all parties are sold on this program being included with ESS and EM. There will be training opportunities over the next six weeks within the five MST areas. With all the

changes coming down the road, there is an opportunity to formalize some procedures and create a more professional response team.

Red Cross & Salvation Army funding - The funds for these support organizations to offer training came from the same funding pool as ESSAs and all funds still remain frozen. This is currently creating a gap in training, which may lead to a shift in practice coming up in the future.

Janine inquires: Will the Training Advisory Committee be reinstated? Bob Kennedy responds: Yes, down the road it will. Right now PEP and the JIBC are operating on information received on a day-to-day basis. While they are receiving funding information frequently it is also sporadic and incomplete.

Note from Janine: These are the types of questions that ESS volunteers/staff across the province have been posing and it is ESSAs mission to get questions asked and answered on the behalf of all volunteers.

Bernadette inquires - In terms of the mandate in communities to respond to disaster, how is ESS mandated for a community who has a functioning ESS team and does anyone regulate this? Bob Kennedy responds: Actually what the mandate states (wording may not be exact): There must be provisions in place to care for the citizens of your community, externally or internally. Most communities choose to have an ESS team in place but some choose to make the most minimal of provisions. Bernadette: Is there a promotional program for ESS and the support organizations? Bob: With the restructure pending, there will be more opportunities for promotion and education on what ESS is and who is involved.

Janine inquires: Are there any gaps that ESSA can be filling? Bob: Right now, PEP is in the middle of a total restructure and until all the dust settles PEP is in status quo but appreciates the offer.

Bob Kennedy on the re-organization in a nutshell: The reorganization will include an amalgamation of PEP, the Fire Commissioners office, Business Continuity, and the Coroner Services. The organization chart received to date so far is very high level and so the planning continues. When looking at policies, procedures are always in need of updating. PEP currently falls under Mitigation. New educational material will be developed. School Emergency planning is also being recognized as in need of further development. Coroners Service is developing mass casualty plans. There will be a link but not sure where yet. Stakeholder's services will also be a new section of PEP. Tying into the linkages through these other organizations can open up further connections and opportunities.

3. Treasurer's Report

Janine and Andrew will be meeting in person in the next week or so. Currently the bookkeeper has all the financial information and is working on month end and year end. Thanks to Andrew for his work on the budget and for everyone's responses.

4. Staff Report

- a. **2010 Memberships** - The membership are still coming in. Membership currently sits at 55 communities,

and 5 individuals. Janine was in Langford over the past weekend facilitating some training and brought some of the laminated organizational charts to deliver to ESSDs in the area. Everyone was very pleased. To produce the chart, the cost is approximately \$15 each. This is another benefit of an ESSA membership.

b. Newsletter - Janine and Kerry are researching the option of changing printers and mailing the newsletter directly from the post office to minimize costs. The newsletter is changing to a new format: 2 times a year it will be electronic only, and 2 times a year it will be hard copy and distributed. The date/edition were on the last edition but during production at the printer it got left off and was missed during the final proof. However it is on the pdf online and was on the pdf electronically distributed. Any articles for the June issue should reach Janine by May 10th. A note for Bernadette's article: you can leave a paragraph for after the conference. Any board members should be nudging their contacts to submit articles, photos and letters to the editor. Janine is hoping to go to print mid-June, as the Spring issue. Late August will be Summer issue.

c. ESSA Conference - Currently there are 26 registrations received and still 16 coming from Columbia-Shushwap as well as some more from Kelowna. We are currently ahead of where we were in the past years. About 10 people from MST plan on attending, plus Dave Scott and Carol McClintock. Registrations will easily reach 100 and possibly past! An email reminder has been sent out to all the contacts, but Janine will do another blast. Bernadette, Janine, Cheryl, Ieva and Elaine will all be attendance. Registration forms are required for everyone, including ESSA board members. All speakers are lined up. Janine is facilitating the Worker Care session. The Empowering Volunteers session will be facilitated by a local Kelowna person. Most speakers are from Kelowna. Beryl and her team will also be doing a session. Beryl has done an amazing job. This is probably the most inexpensive conference to date, in terms of speaker costs, because the speakers are mostly local.

d. Fundraising Goal - There has been a slow start to this, due to the other commitments. Last week ESSA received a \$1000 anonymous donation with the stipulation that the funds for fundraising efforts. Some of these funds are being used to increase Kerry's hours to work with the foundation search program purchased.

e. Website - The information regarding forums and the website will be re-forwarded to the board. It is really important that we are making use of this as a tool.

5. New Business

- a. Suggestion: Take 30 minutes per meeting to review/pick apart a program to increase the knowledge/understanding for Board Members about ESSA's programs.
- b. Importance of exercising plans - how to coordinate plans, exercises and training.

6. Next Meeting Date: The next meeting will be on Wednesday, May 26, 2010.