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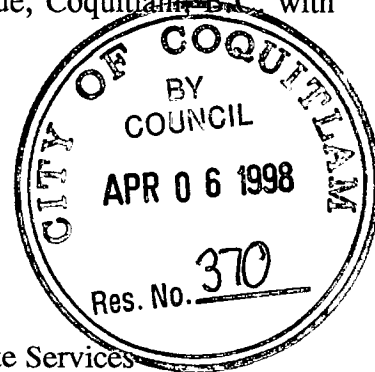
**EMERGENCY PLANNING COMMITTEE MEETING MINUTES**  
**APRIL 14, 1998**

A Meeting of the Emergency Planning Committee convened on Tuesday, April 14, 1998 at 2:05 p.m. in the Committee Room, City Hall, 1111 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Committee Members Present: Acting Mayor J. Stangier, Chair  
Councillor D. Thorne

Committee Members Absent: Councillor K. Becker

Staff Present: N. Cook, City Manager  
R. Hicks, General Manager Corporate Services  
N. Nyberg, General Manager Operations  
K. Wright, Manager Development Services  
R. Von Sacken, Manager Northeast Sector Emergency Program (NESEP)  
T. Wingrove, Deputy City Clerk



**Item I - Emergency Preparedness Week - May 1st and 2nd, 1998**

The Manager NESEP provided an update on Emergency Preparedness Week and the events to take place on May 01 and May 02. A copy of the event schedule and information on the Northeast Sector earthquake exercise on May 04 was distributed at the Committee meeting.

**Item II - Auditor General's Report on Emergency Preparedness**

The Manager NESEP recommended that the following priorities be adopted to address the recommendation contained in the Auditor General's Report on Emergency Preparedness. These priorities address mitigation issues, planning for a response and planning for recovery in the context of emergency preparedness.

It was noted that Coquitlam has made significant progress with many of these issues but that they remain important ones for all Northeast Sector Emergency Planning members. It was further noted that a coordinated response to these priorities by NESEP municipalities may result in some cost-savings through economies of scale.

**Item III - Joint Emergency Liaison Committee (JELC) Report**

The City Manager provided background on the JELC and the six reports that addressed the key issues of Communications, Heavy Urban Search and Rescue, Provision of Water, Resource Management, Seismic Upgrade of Disaster Response Routes and Structural Assessment. The Manager NESEP provided an update on those recommendations that could be completed by local municipalities and those that could be completed by NESEP.

**Item IV - Regional Emergency Communication Centre (RECC) Update**

The Manager NESEP stated that the E-Comm building would be completed in 1998 and the Regional Emergency Coordination Centre would occupy the building shortly thereafter. She further stated that 22 different agencies would have a seat at this location and that the seat for Coquitlam was shared with the other NESEP municipalities.

The General Manager Corporate Services advised that at this time the wide area radio network would be used for the RCMP but that a final decision on consolidated dispatch had not been made at this time. He further advised that local dispatch could require an additional capital expenditure of up to \$900,000 for equipment. He added that there was an operating cost for central dispatch that has not yet been identified.

**Item V - Northeast Sector Emergency Planning Manager's Report**

The Manager NESEP provided an update on work being completed by NESEP including the Emergency Operations Centre in the new City Hall, production of an amateur radio communication plan, working with BC Housing for earthquake preparedness and work with the School District on preparedness at school facilities.

**Item VI - Adjournment**

The Chair declared the meeting adjourned - 3:15 p.m.

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CHAIR

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Trevor Wingrove  
Deputy City Clerk

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**C O Q U I T L A M**



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**EMERGENCY PLANNING COMMITTEE**

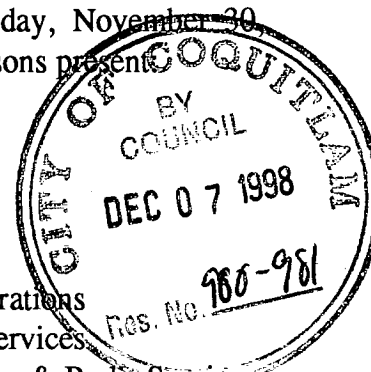
A meeting of the Emergency Planning Committee was held on Monday, November 30, 1998 at 4:00 p.m. in the Council Committee Room with following persons present:

**COMMITTEE MEMBERS:**

Mayor Jon Kingsbury, Chair  
Councillor Mae Reid

**STAFF:**

N. Cook, City Manager  
N. Nyberg, General Manager Operations  
M. Chu, Manager Development Services  
B. Elliott, General Manager Leisure & Parks Services  
R. Hall, Superintendent, Coquitlam Detachment-RCMP  
R. von Sacken, NESEP Manager  
D. Buchanan, Assistant City Manager



**ITEM I - MINUTES - APRIL 14, 1998**

The Committee approved the Minutes of the Emergency Planning Committee Meeting held April 14, 1998.

**ITEM II - BUSINESS ARISING FROM MINUTES**

None.

**ITEM III - NEW BUSINESS**

**1 NESEP Agreement**

The City Manager gave a brief explanation of the agreement.

*Mr*

**2 NESEP Budget**

The City Manager advised that the City's share was incorporated in to the 1999 Provisional Budget. (The increase is 1.3%.) The NESEP Manager noted that reserve funds of \$60,000 are proposed to be utilized to purchase satellite communication equipment although unanimous agreement has not been obtained.

**3 RECC Update**

The NESEP Manager gave a brief overview of the function and responsibilities of the RECC which is located in the E-Comm Building officially opened in early November. She advised that the Centre has not been completely equipped and that municipalities not yet committed include the North Shore and Pitt Meadows-Maple Ridge. She noted that the EM 2000 software to link with the Centre still has to be committed by NES municipalities. Training is proposed to commence in January for staff identified to represent the NES municipalities.

**4 Northeast Sector EOC**

The City Manager noted this concept has been under discussion for two years and 4 out of 5 members agree with it, the exception being the City of Port Coquitlam. The EOC would be located at Coquitlam City Hall with the back-up location in Port Moody. He advised that equipment needs were currently being assessed as well as needs at Coquitlam's own back-up EOC at the Service Centre. The Service Centre site is anticipated to continue to serve as the City's EOC for the next six months until the EOC at City Hall can be fully equipped.

**5 Emergency Preparedness Week 1999**

The NESEP Manager advised that planning has already started in this event. Ongoing issue is the level and equity of staff commitment and participation from other municipalities.

**6 Joint Emergency Liaison Committee Report**

The City Manager described this Committee which is a group of Provincial, GVRD and municipal representatives. High level emergency preparedness issues are addressed by senior provincial civil servants, several City Managers and GVRD with Ruth Harding assisting on a contract basis. The NES Manager advised that reports have now been completed by the initial six subcommittees and that four further subcommittees had been formed. Municipalities were being asked to implement report recommendations. She went on to say that the JELC is being funded for three more years with 50% of the budget to come from the Province.

**7 Auditor General's Report**

The NES Manager indicated that the NESEP Administrators Committee was considering implementation of the recommendations of this report and those of the JELC. Resources and funding are needed to fully or partially implement the recommendations.

The Auditor General's Report was then received.

**8 HEROS**

The NESEP Manager advised that all elementary and middle schools in School District No. 43 are implementing the same program which is unique in the Province. She also noted that BC Housing and BC Buildings Corporation were being approached as partners in delivering two of the HEROS' specialized training components. It is also hoped that the School District will be approaching the Ministry of Education and making emergency preparedness a mandated activity of all schools and school districts.

**9 Updated Emergency Program Bylaw**

The City Manager introduced this topic noting that both the 1994 By-law and proposed new By-law had been provided. He went on to say that the objective was for all five municipalities to adopt a similar by-law.

Monday, November 30, 1998 - Page 4  
Emergency Planning Committee - 4:00 p.m.

**COUNCIL  
ACTION**

*App'd  
Res 98/981*  
"That Emergency Program By-law No. 3251, 1998 be given three readings by Council."

**10 Status Report on BC Emergency Response Management System**

Further discussion take place on the Incident Command System and that legislation is anticipated to make this mandatory for Provincial agencies and to encourage municipalities to follow suit.

**11 Evaluation of Coquitlam Infrastructure and Emergency Response and Recovery Plans**

The General Manager Operations outlined how the City's responsibilities were being significantly increased with certain Highways facilities being turned over in April 1999. He went on to give background on the Action Plan described on page 11 of the report and in Appendix A. He indicated that the Water Supply System was the priority for the 1999 budget.

The City Manager advised that the overall Disaster Response Plan for the City was to be updated in 1999, hopefully reflecting the adaptation of the Incident Command System structure.

**ITEM IV - OTHER BUSINESS**

Nil.

**ITEM V - ADJOURNMENT**

The Committee adjourned at 5:10 a.m.

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CHAIR

  
D. Buchanan  
Assistant City Manager