

## Emergency Planning and Response Committee (EPARC)

### Meeting Minutes

Wednesday, January 14, 2015 – 7:00 p.m. to 9:00 p.m.

HSCA Slate Room

**Attendees:** Kerri Treherne, Amanda Palmer, Kyle Rebryna, Alice Wang, Elsaby Johnstone (AHS), Charlie Lund, Mary Louise Mitchell

#### 1. EPARC Governance

##### a. HSCA Membership Reminder

- Community members should have a membership, especially for voting. Don't have to be a voting member. Membership also affects liability – not liable if you're not a member. Many other benefits.

**ACTION:** If you meeting attendees and other volunteers do not already have their 2015 membership, they should get it.

##### b. Appointment of a Community Emergency Plan Lead

- We need someone to help put this together with Amanda and Kathleen. Lead is creating the Plan, which has two components – technical aspects, and we don't know what our level of involvement would be (sandbagging, escape routes, pumping?) and Community Leaders Program (communication plan, some sort of community response coordinated with CEMA, whatever organization ends up being here). Currently looking for someone being a lead in coordinating those aspects. Would be indefinite moving forward. That person would be responsible for maintaining this, etc. If anyone here wants to be that person, or knows someone who might, let us know.

##### c. Potential liaison to a Calgary Nonprofit Resiliency Table

- Don't know what is happening with this, Kerri and Amanda will take this away and figure it out.

**ACTION:** Amanda and Kerri will look into whether HSCA needs to have a seat at this Resiliency Table.

#### 2. Status Update on Projects/Initiatives

##### a. Funding and Transition

- Most recent, biggest grant was The Calgary Foundation, which we got last year. We've had it extended, Amanda will stay until the end of June. We wanted to have more outreach to the community like we did at the Sunnyhill Housing Co-op. Review of Appendix B. Looking into a generator, which makes sense for what we're trying to do.
- Some sort of official launch of the CLP. AGM is the first week of April – consideration.
- Transitioning period now, trying to make sure expertise is here – hence push for Community Emergency Plan Lead, etc.

##### b. Community Emergency Plan (CEP)

- Amanda and Kathleen are currently taking the existing draft and putting it into a plain language, visually appealing document.
- To what extent and to what ability will we be sharing that plan with the community? We'll need to let them know there is a Plan, how would they access that plan? When it is done we could put it out in the Voice. Could share with City Hall, CEMA, whoever.



Hillhurst Sunnyside Community Association

- Have something to look at for February that we could give back on?
- Keep it small in focus? May not want to mix prevention stuff in to keep the size down. Focus on what you need to do during an emergency, make it more of a reference tool.
- Community Resiliency Day to introduce draft, mock exercise. Align around Disaster Alley? Interest, resources, etc.
- Call an ad hoc meeting to discuss the contents of CEP to review a draft. Talk about what it says, does it fit what other groups are doing, etc. At the 90-95% point of completion. So early March? At Board meeting by third week of March? Challenges with timelines – might not be possible.
- City isn't sharing the Municipal Emergency Plan because it is Secret due to terrorism... everything is at the discretion of the Incident Commander. But we do know that if the floodwater is high, the IC is supposed to consider getting floods into Sunnyside.

**ACTION:** Amanda will talk to Kathleen about this deadline, and changes

**c. Facility Emergency Plan (FEP)**

- Amanda leading this. Met with Facility staff to get input. Reaching out to other staff soon.

**d. Other 'Projects and Initiatives'**

**i. Infrastructure Division (EPARC subcommittee)**

- Minutes from Meetings are posted on the website. Focus on hardware, not people issues. Focused on flood as opposed to other things – often go by the name of Flood Task Force, or former name. Strategy is to work collaboratively with City of Calgary, try to work together and help them where we can... prod them along a bit on areas that are important to us. We're involved in 9 City projects, the main one being the Drainage study, which is a big infrastructure project to improve storm drainage in our community, especially to prevent systems from backing up.
- Tim Kitchen motioned via e-mail to appoint Charlie Lund as the external liaison representing HSCA to the Water Collaborative. Kyle seconds the motion. Kerri, Charlie, Kyle and Alice are in support.
  - o The Water Collaborative is a round table group involving the province, city and various communities to talk about flood infrastructure. They exchange information around the diversion tunnel, the Springbank dry pond... We've been operating separately because Sunnyside has pretty good infrastructure, it just needs to be strengthened and improved. We've been working directly with the City. We want to keep our visibility up and to make sure our voice is not lost on bigger issues. The Advocacy group was going to be responsible with this, but Tim has been unable to attend these meetings, so has asked if Charlie can take it over.
- Question as to whether Infrastructure should take over technical parts of CEP? Charlie not convinced that they will make any more progress. City not interested in allowing community members to help operate infrastructure. Not much for community to do in the event of a flood emergency. Key people like Paul and Charlie will be making sure that pumps are coming, etc. The City will look after all of that stuff, and we'll work with them to make sure the plan is developed and make sure that it is being executed.
  - o Working document to show what we need, what works, what doesn't work for flood response? Some way to retain and move that knowledge forward. Community needs to know we need infrastructure built here, that we need to keep pressure on the City to allocate funding for this. What parameters does the City need to be held accountable to?

**ACTION:** Charlie will think about the document, unless there is someone available to do that, not sure how it will happen. A lot of changes and updates have been made; need to trust that the City's documents are (kept) up to date.

**ii. Emergency Preparedness Sessions/Emergency Kit Delivery**

- Norfolk asked us to get back in touch next week about their session. Pixel and St. John don't have multiuse space... but St. John has some other issues that are more pressing.
  - o Alice not sure that Pixel people would be interested, not as aware of issues.
  - o Mary Louise not sure about her building – it would be a bigger deal for getting people out.
  - o How do we reach people in buildings that don't have public space to do one-on-ones?
  - o Kyle thinks there might be some people who would be willing to host in their houses...
  - o New strategy: ask people to host in their homes, invite a couple people out?
  - o Spring and summer we can use patios. Requires being warm.
    - EPARC could supply kits, food, etc.
  - o AHS books might be better for the letting people do it on their own time strategy.
- AHS and Carya are now requiring, in addition to the E-Prep training session, that facilitators also participate in the Facilitation Skills Workshop (Sat, Jan 24 a.m.), and that they have PFA certification. That can be obtained either by participating in person (Sat, Feb 7), or online (which can apparently be done pretty quickly).

**ACTION:** Amanda will follow up with Norfolk next week to take next steps on an E-Prep session there.

**ACTION:** Volunteers will make efforts to participate in required training.

**iii. Community Leaders Program**

- Training: PFA, EFA upcoming. Pass the message on. If anyone has ideas of other trainings that we should be offering, or if you have speakers in mind that would be a draw, let us know.

**ACTION:** Amanda will send out the Community Leaders Program manual to everyone to review and provide input into.

- Community block fan list, a communicator. Create a map to display this. One name per block, one name per condo? Condo managers should have contacts for every unit. Have this in place by the end of June. Would be good for a practice Connect Rocket.
- Reach out again to Kerri's list about being fan out person.

**ACTION:** Manual will be updated (led by Amanda), and residents will be re-engaged with emphasis on communication network.

**e. 2014 Year in Review Report for EPARC**

- Amanda is working on a report that reviews our activities and efforts to date. Builds off of mid-year report, and is meant primarily for donors, but also for residents interested in knowing what we've been working on. Would like to include a lessons learned portion – does anyone have ideas about what sorts of things should be included? If people have content ideas or lessons learned, please pass them online.

**ACTION:** E-mail Amanda ideas about lessons learned for the 2014 report.

**ACTION:** Amanda will send out a draft for review which people can contribute to if that approach is preferred.

**3. New Proposed Projects/Initiatives**

**a. HSCA Facility Generator**

- If anyone knows anyone who knows lots about this, let us know. Contacts?
- Diesel is expensive to operate, requires regular maintenance. Natural gas is good, but requires the line to not be interrupted.

**ACTION:** Kyle will send us the name of the company that Fire halls use for their backup generators. Jacks generator shop in Calgary does a lot of generators. They know a lot about commercial type generators.

**ACTION:** Amanda will work with Richard to have a couple of contractors come and give us quotes/estimates.

**b. Community Resiliency Day (launch of Community Leaders Program?)**

- Would like to host some sort of event that brings residents together in a positive way to discuss emergency preparedness, maybe also be a formal launch of CLP? Could bring in a speaker or a panel session, have skills building workshops, tabletop-type exercise, etc.?
- Agree to do something, sometime in May around Disaster Alley or have another anniversary party in June.
  - o Park by Samie's – we've had BBQs there, etc.
  - o Make it a potluck so that we don't have to worry as much about AHS regulations?
- We will follow up with this via e-mail, set up a planning meeting if required.
- Disaster Alley weekend may be ideal – we could get promoted in with their stuff?

**c. Family Preparedness Day**

- We're going to focus our efforts on the other day instead of two events.

**d. Video/Web Project on stories of preparedness and resilience**

- There is a project out in LA doing similar work to us but at a larger scale, and they offered lessons on the importance and value of telling stories as a form of engagement and sharing information about preparedness, resiliency, etc. It might be nice if we could get volunteers to do some sort of video (or written, with photos) project to capture Hillhurst Sunnyside stories of resilience, not only from the Flood, but other experiences before and after.
  - o Trickster interviews might have content that we could use towards this.
- Related to that project... [www.sf72.org](http://www.sf72.org) is a great, positive website that is dedicated to emergency preparedness. We could do something similar, and use this sight to showcase the stories of resilience... we could also have the Community Emergency Plan here, and use this website as one of our main ways of communication during an emergency event?
- If we could find someone who would like to do either – maybe someone from SAIT, Queen Elizabeth High School...
- **Decision:** Leave these projects unless someone approaches us with interest in taking it on

**4. Approval of 2015 EPARC Workplan**

- Need to take a look at Connect Rocket as something we continue with?
- Charlie requests explicit mention of Infrastructure Group: continued efforts, "see list in their minutes"?
- Add updating website content and materials to the workplan
- Update based on discussions from this meeting

**ACTION:** Amanda will update and share the EPARC 2015 workplan.

**5. Other Business**

- Next meeting: February 17, 7-9 p.m.

**ACTION:** Amanda will talk to Kathleen about the date and book a room.