



Staff Report

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TO:	Mayor and Council
FROM:	Kristine Doerksen, Deputy Fire Chief / Protective Services Specialist
DATE:	February 5, 2024
SUBJECT:	Grant Support - Community Emergency Preparedness Fund (CEPF) <input type="checkbox"/> CEPF - 2024 EOC Grant Application 001
ATTACHMENT(S):	<input type="checkbox"/> CEPF-2024-District of Taylor -EOC Training Supplies and Full Ex Budget

STRATEGIC GOALS & PRIORITIES:

This report complies with the following strategic goals set out by Council:

- Fiscal Responsibility
- Advocacy

This report meets the above noted strategic goals and priorities of Council by: Ensuring that appropriate protective services are maintained through training opportunities and supplies, while providing exceptional Emergency Operation Centre (EOC) duties to the community in a safe and effective manner.

RECOMMENDED RESOLUTION:

"THAT, Council endorses; the submission of a grant application through the Community Emergency Preparedness Fund (CEPF) - Union of BC Municipalities (UBCM) - 2024 Emergency Operations Centres and Training Grant; and overall grant support and management."

PURPOSE:

To obtain Council's support for the submission of a CEPF grant towards EOC funding for training and supplies.

BACKGROUND:

N/A

FINANCIAL IMPLICATIONS:

The total amount required to fund the proposed projects is \$9,750. Where the District of Taylor would be supporting this grant with \$3,250. Ultimately, we would be requesting \$6,500 in grant support for training, exercises and EOC supplies.

COMMENTS & DISCUSSION:

The intent of this funding stream through the UBCM - CEPF Fund is to help build the resiliency of the District of Taylor's EOC operations.

Capacity building within the District of Taylor is where we currently require improvements. We have to ensure that we have staff trained and exercised in all aspects of running and sustaining operations within our EOC. By cross-training, we will have staff that can operate in different capacities within the EOC. An organization cannot run an EOC by training select staff, hoping that when the time comes to activate, that those same staff members will be in the area and are available. We have to ensure we have members that are trained in all areas. Staff can be on vacation or even directly affected by the emergency where they are not able to support operations within the EOC. This is the current issue the District of Taylor is facing. We require cross-training to build resiliency within our program. Although some training completed over the last couple of years, we are a long way from be where we would like to see our EOC team members to be. Staffing changes and turnover also create continual and ongoing training needs.

We plan to put new and existing staff through the appropriate training to help build and bolster our current EOC team and activities. With that, we have a full exercise scheduled in the fall to help test our team at its current capacity. This exercise will find possible training and improvement opportunities for our team going forward.

The District moved it's Primary EOC location to the newly built Public Works Building on Cherry Ave East. To improve our current EOC at it's new location, we are looking to support our staff with a 72-hour food and water supply if our EOC should be stood up.

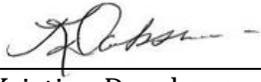
ALTERNATIVE OPTIONS:

Alternatively, the District of Taylor could choose to not support this application, through the CEPF program.

SUMMARY & CONCLUSION:

Staff is seeking a resolution of Council to support the CEPF 2024 - Emergency Operations Centres and Training funding grant for the District of Taylor. In 2023, Our EOC was stood up to assist in the wildfire evacuations within our region. Confirming that training our members is paramount and that having our own EOC that is properly equipped, can do great things when required.

RESPECTFULLY SUBMITTED:



Kristine Doerksen

Deputy Fire Chief/Protective Services
Specialist

The District of Taylor's guiding principle is "Safety, Family, then Work."

Community Emergency Preparedness Fund

Emergency Operations Centres Equipment and Training 2024 Application Worksheet

Please complete and return the worksheet with all required attachments by **February 23, 2024**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information

First Nation or Local Government Name:
District of Taylor

File number*:
LGPS - 10460

**Refer to the LGPS Online Application Form submission confirmation email*

SECTION 2: Detailed Project Information

1. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the *Program and Application Guide* for eligibility.

a) Purchase of equipment and supplies, equipment installation

The District of Taylor was fortunate enough to receive funding in 2023 for EOC equipment. This year, we plan to ready our equipped EOC with 72 hours worth of food and water for our staff. Our hope is that these preparations will assist in smooth and successful operations in the event that our EOC should stand up.

b) Training and exercises

Our staff is cross-trained in EOC coursework to assist our EOC. To maintain up-to-date training, the District of Taylor periodically sends staff through courses and exercises to ensure competence and proficiency. We have two or more new staff members that will need to be exposed to EOC operations. With that, they will be enrolled in emergency management courses and included in our upcoming full scale exercise.

2. Alignment with funding stream. Describe how your activities align with the intent of this funding stream (build local capacity through the purchase of equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises).

The District of Taylor Emergency Plan states that our staff members are required to be cross-trained so that EOC operations can be activated and sustained in the absence

of key personnel. The training and exercises conducted over the last year were essential when our EOC stood up for the 2023 wildfire season in our region. Having members of our staff expand their knowledge into more challenging positions while training new staff the basics, have allowed our resiliency to expand. However, as with any other organization, the District saw a slight staffing turnover last year which means the need to cross-train the incoming staff in their new roles is a must.

We also have a planned full scale exercise scheduled for Fall of 2024. The exercise will test our EOC parameters, and improve our working relationships with our local ESS team, Taylor Industrial Mutual Aid Group (TIMAG) and members of the Treaty 8 First Nations.

3. Engagement with First Nations and/or Indigenous Organizations. In the following questions, please identify the specific bands, Treaty First Nations and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nation's land that may be impacted by the proposed project.

a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

The District of Taylor continues to work and train alongside our neighbours from the Treaty 8 First Nations. Doig River First Nations and Sauleau First Nations have been active partners in training and the District of Taylor is grateful for these relationships.

b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

An invitation will be sent to our local First Nations, specifically; the Doig River First Nation, Blueberry River First Nation and Sauleau First Nation, as guests to participate in our Full Scale Exercise and our Emergency Preparedness Week event.

c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

Currently, District staff and Council members have been actively participating in cultural and land acknowledgment workshops to better understand how to work alongside our local First Nations. In June of 2023, a First Nations Land Acknowledgement Development Committee was established with the District of Taylor.

If applicable, please submit evidence of support for the proposed activities from First Nations and/or Indigenous organizations identified above. This could be in the form of a letter, email or other correspondence.

4. Engagement with Neighbouring Jurisdictions and Affected Parties. Identify any neighbouring jurisdictions and/or partners (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) you will engage with as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

The District of Taylor is fortunate enough to work in tandem with the Taylor Industrial Mutual Aid Group (TIMAG) when emergencies arise within the District and area. This is an organization established locally within the District and grouping our industrial partners

together. Working and training together during exercises will increase our operations both in communications and knowing each others capabilities in time of need. We also strive to bridge any gaps between neighbouring municipalities like Fort St. John, Dawson Creek and the Peace River Regional District. New learning and continued education of our First Nation partners' cultures and needs, will help us to better serve their communities the best we can as well.

- 5. Comprehensive, cooperative, regional approach and benefits.** Describe how the project will contribute to a comprehensive, cooperative and regional approach to EOCs. What regional benefits will result from this project?

Over the last few years, our trained staff have supported the Peace River Regional District, Fort St. John, Dawson Creek, Tumbler Ridge, Hudson's Hope, Doig River First Nation, and the Blueberry River First Nation. We have hosted training courses in the past and always offer seats to our neighbouring communities, including Chetywnd and the Saulteau First Nation. The District of Taylor will continue to do so going forward.

- 6. Additional Information.** Please share any other information you think may help support your submission.

We here at the District of Taylor understand the importance of being prepared and self sufficient when emergencies arise. We also understand the benefit of having neighbouring partners working and training along side us for the chance of reciprocity. Our hope is to train, plan and prepare so that the citizens of our community are protected in an emergency, but also those within our region are as well.

On behalf of the District of Taylor, I would like to thank you for this opportunity and for the past funding that has shaped our EOC team today.

SECTION 3: Required Attachments

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- Band Council resolution, Treaty First Nation resolution, local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only: Band Council resolution, Treaty First Nation resolution, or local government Council or Board resolution, from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) it is understood that this project may be subject to a compliance audit under the program.

Name: Kristine Doerksen

Title: Deputy Fire Chief / Protective Services Specialist

Signature*: 

Date: January 29, 2024

**A certified digital or original signature is required.*

Documents should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All documents should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: cepf@ubcm.ca.

Please note "2024-EOC" in the subject line.



**District of Taylor - EOC Training, Supplies and Full Exercise Project
Proposed BUDGET**

		CEPF Contribution	District of Taylor Contribution
EOC Full Exercise	4,750.00	3250	1500
Course Cost - Attending EMBC Sponsored Courses	0.00	0.00	0.00
Course Cost - JIBC Emergency Management Introduction courses	1,000.00	800.00	200.00
Course Cost - JIBC Emergency Management EOC Foundation courses	2,250.00	1,250.00	1,000.00
Course Travel and Expenses	1,500.00	1,000.00	500.00
72-Hour Supply of food and water for EOC staff (up to 10 staff members)	250.00	200.00	50.00
TOTAL Project Budget	\$9,750.00	\$6,500.00	\$3,250.00
Funding Contributions			
CEPF Grant Contribution	Proposed		
	\$	6,500.00	
District of Taylor Contribution	\$	3,250.00	
	\$	9,750.00	