

---

**TO:** Committee of the Whole                      **MEETING:** January 8, 2019

**FROM:** Melissa Tomlinson  
Special Projects Coordinator,  
Emergency Services                      **FILE:** 2240 20 EOC

**SUBJECT:** Emergency Operations Centre Grant - UBCM Community Emergency  
Preparedness Fund Amendment

---

### **RECOMMENDATION**

That the Board endorse the amendment to the Emergency Operations Centre Union of British Columbia Municipalities Community Emergency Preparedness Fund Grant to purchase additional equipment to enhance the function of the Emergency Operations Centre by approving spending of \$9,000 remaining of the initial \$24,000 grant.

### **SUMMARY**

The Regional District of Nanaimo (RDN) was approved for an Emergency Operations Centre (EOC) grant through the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) in March, 2018. This \$24,000 grant allowed for the purchase of nine dedicated phone handsets for the assigned sections within the EOC, two portable satellite phones and a GIS capable laptop with external storage. These items have been purchased and have come in under the total budget of \$24,000, with approximately \$9,000 remaining. A Board approval is required to request the approval of the UBCM to spend the remaining funds on additional EOC equipment.

### **BACKGROUND**

In October 2017, UBCM introduced the Community Emergency Preparedness Fund, intended to enhance resiliency of local governments in responding to emergencies. Funding streams are available for four categories including Emergency Operations Centre, Emergency Social Services (ESS), Evacuation Route Planning, and Flood Planning and Mitigation. The RDN was awarded the EOC grant in March 2018 for the amount of \$24,000 to improve the EOC's capability through providing critical equipment for communications and mapping. This grant allowed for the purchase of:

- 1) **Nine dedicated handsets** for each of the assigned sections within the EOC which will eliminate potential impacts to business continuity; and
- 2) **Two portable satellite phones** which are consistent with satellite phone equipment used by other levels of government in BC and Canada within EOCs; and
- 3) **A GIS capable laptop with external data storage** which can enable quick and efficient setup of mapping software and data records with the benefit of portability in the event that the EOC needs to be moved.

Purchase of these items has been completed and has come in under budget. The proposed amendment will include spending up to \$9,000 on:

1. **Two radio communications laptops and pelican cases** to support the emergency radio communications team.
2. **Two LTE tablets** for Field Liaison officers to enable them to take date and location stamped photos in the field as well as fill and send forms to the EOC from their field location.
3. **Projector and screen** to add to the visual display in the EOC to increase situational awareness amongst the different EOC sections.

## ALTERNATIVES

1. That the Board endorse the budget amendment to the Emergency Operations Centre Union of British Columbia Municipalities Community Emergency Preparedness Fund Grant to purchase additional equipment to enhance the function of the Emergency Operations Centre by approving spending of \$9,000 remaining of the initial \$24,000 grant as per the Staff Report dated January 8, 2019.
2. That alternative direction be provided.

## FINANCIAL IMPLICATIONS

There are no financial implications associated with amending the budget on this grant.

## STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We View Our Emergency Services As Core Elements Of Community Safety



---

Melissa Tomlinson  
[mtomlinson@rdn.bc.ca](mailto:mtomlinson@rdn.bc.ca)  
December 19, 2018

Reviewed by:

- C. Morrison, Manager, Emergency Services
- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer