

## **Special Meeting of the Board of Directors**

**Thursday, February 21, 2019 – 3:30 pm**

**The Regional District of Kootenay Boundary  
Board Room, Trail, BC**

### **A G E N D A**

1. **Call to Order**
2. **Consideration of the Agenda (Additions/Deletions)**
  - a) The agenda for the Regional District of Kootenay Boundary Board of Directors Special Meeting of February 21, 2019 is presented with the purpose to continue with the January 31, 2019 meeting discussion on the draft RDKB Emergency Preparedness Budget, WorkPlan and Staffing.
3. **Minutes**
  - a) There are no previous minutes to adopt.
4. **Delegation(s)**
5. **Unfinished Business**
  - a) **M. Stephens, Interim Manager of Emergency Programs**  
**Re: Draft Emergency Preparedness Service (012) 2019-2023**  
**Five Year Financial Plan and Work Plan**  
[5YR012 Emergency Preparedness Service 2019-2023 - BOD - Feb 21, 2019](#)  
[Work Plan 012 Emergency Preparedness Services - BOD - Feb 21, 2019](#)  
  
**Recommendation:** That the Regional District of Kootenay Boundary Board of Directors approve the Emergency Preparedness Service (012) 2019-2023 Five Year Financial Plan including minor changes for adjustments to year-end totals. **FURTHER** that the Plan be included in the overall RDKB 2019-2023 Five Year Financial Plan.

6. **New Business**
  - a) **Presentation from Staff**
7. **Late (Emergent) Items**
8. **Discussion of Items for Future Meetings**
9. **Question Period for Public and Media**
10. **Closed Meeting**
11. **Adjournment**



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO 012  
EMERGENCY PREPAREDNESS



PARTICIPANTS: Grand Forks, Greenwood, Trail, Fruitvale,  
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'

	PAGE	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	(OVER) UNDER	2019 BUDGET	Increase(Decrease) between 2018 BUDGET and 2019 BUDGET		2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
							\$	%				
<b>REVENUE</b>												
Property Tax Requisition	2	255,199	236,613	236,613	0	364,591	127,978	54.09	448,297	446,546	455,722	464,328
11 590 159 Miscellaneous Revenue	3	161,253	0	173,003	(173,003)	0	0	0.00	0	0	0	0
11 759 080 Emergency Planning Grant	4	0	0	0	0	0	0	0.00	0	0	0	0
11 759 083 PEP Grants	5	650,546	100,000	2,612,134	(2,512,134)	100,000	0	0.00	100,000	100,000	100,000	100,000
11 210 100 Federal Grant In Lieu	6	804	800	572	228	800	0	0.00	800	800	800	800
11 911 100 Previous Year's Surplus	7	69,064	193,391	193,391	0	125,313	(68,078)	(35.20)	0	0	0	0
11 920 002 Capital - Borrowing	8	0	0	0	0	0	0	0.00	0	0	0	0
11 921 205 Revenue From Reserve	9	0	77,500	59,496	18,004	0	(77,500)	(100.00)	0	0	0	0
Total Revenue		1,136,866	608,304	3,275,209	(2,666,905)	590,704	(17,600)	(2.89)	549,097	547,346	556,522	565,128
<b>EXPENDITURE</b>												
12 258 111 Salaries & Benefits	10	130,661	149,699	150,444	(745)	253,875	104,176	69.59	311,233	317,880	324,671	331,608
12 258 210 Travel & Conference	11	3,184	4,142	4,434	(292)	4,671	529	12.77	4,764	4,860	4,957	5,056
12 258 211 Vehicle Operating	12	3,535	5,552	5,270	282	5,552	0	0.00	5,663	5,776	5,892	6,010
12 258 213 Telephone	13	1,261	1,960	2,750	(790)	2,920	960	48.98	2,978	3,038	3,099	3,161
12 258 214 Radio - Communications	14	106	2,600	1,427	1,173	5,000	2,400	92.31	5,100	5,202	5,306	5,412
12 258 216 Equipment Replacement	15	1,262	2,000	1,360	640	2,000	0	0.00	2,040	2,081	2,122	2,165
12 258 221 Advertising & Promotion	16	3,961	2,000	2,949	(949)	3,000	1,000	50.00	3,060	3,121	3,184	3,247
12 258 224 O.T. Wages - Emergency F	17	53,496	0	318,986	(318,986)	0	0	0.00	0	0	0	0
12 258 225 PEP Task Claims	18	628,360	100,000	2,366,304	(2,266,304)	100,000	0	0.00	100,000	100,000	100,000	100,000
12 258 230 Board Fee	19	5,318	5,401	5,401	0	5,486	85	1.57	5,596	5,708	5,822	5,938
12 258 233 Consulting Fees	20	0	5,000	3,850	1,150	47,500	42,500	850.00	5,000	5,000	5,000	5,000
12 258 234 Staff Education & Training	21	218	5,000	1,320	3,680	5,250	250	5.00	5,513	5,788	6,078	6,381
12 258 251 Office Supplies	22	5,217	3,900	1,231	2,669	3,900	0	0.00	2,000	2,040	2,081	2,122
12 258 252 EOC Center Site Costs	23	22,849	38,200	24,623	13,577	55,300	17,100	44.76	57,300	47,400	47,505	47,615
12 258 253 SPU - Maintenance & Reps	24	8,035	30,000	7,292	22,708	5,000	(25,000)	(83.33)	5,100	5,202	5,306	5,412
12 258 610 Capital/Amortization	25	0	62,500	59,496	3,004	0	(62,500)	(100.00)	0	0	0	0
12 258 716 Grants to SARS/ESS Group	26	25,000	25,000	25,000	0	28,250	3,250	13.00	28,750	29,250	30,500	31,000
12 258 741 Contribution To Reserve	27	28,000	160,350	160,350	0	58,000	(102,350)	(63.83)	0	0	0	0
12 258 840 Vehicle Financing	28	10,655	0	0	0	0	0	0.00	0	0	0	0
12 258 990 Previous Year's Deficit	29	0	0	0	0	0	0	0.00	0	0	0	0
12 258 999 Contingencies	30	12,356	5,000	7,410	(2,410)	5,000	0	0.00	5,000	5,000	5,000	5,000
Total Expenditure		943,475	608,304	3,149,896	(2,541,592)	590,704	(17,600)	(2.89)	549,097	547,346	556,522	565,128
Surplus (Deficit)		193,391		125,313								

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Property Tax Requisition		2019	2020	2021	2022	2023
		Budget	Budget	Budget	Budget	Budget
2018						
Actual	Description	Amount	Amount	Amount	Amount	Amount
7,111	11 830 100 012 Fruitvale	10,975	13,495	13,442	13,718	13,978
21,505	11 830 200 012 Grand Forks	32,093	39,461	39,307	40,115	40,873
2,390	11 830 300 012 Greenwood	3,585	4,408	4,391	4,481	4,565
3,658	11 830 400 012 Midway	5,601	6,886	6,859	7,000	7,133
3,543	11 830 500 012 Montrose	5,624	6,916	6,889	7,030	7,163
21,927	11 830 600 012 Rossland	35,649	43,833	43,662	44,559	45,401
54,978	11 830 700 012 Trail	82,525	101,472	101,076	103,153	105,101
5,453	11 830 800 012 Warfield	8,568	10,535	10,493	10,709	10,911
21,403	11 830 901 012 Electoral Area 'A'	33,708	41,447	41,285	42,133	42,929
12,327	11 830 902 012 EA 'B' / Lower Columbia/Old	18,556	22,817	22,728	23,195	23,633
24,342	11 830 903 012 EA 'C' / Christina Lake	36,123	44,416	44,243	45,152	46,004
16,451	11 830 904 012 EA 'D' / Rural Grand Forks	24,642	30,299	30,181	30,801	31,383
41,525	11 830 905 012 EA 'E' / West Boundary	66,943	82,312	81,991	83,676	85,256
236,613	Subtotal	364,591	448,297	446,546	455,722	464,328
	This Year Requisition	364,591	448,297	446,546	455,722	464,328
		364,591	448,297	446,546	455,722	464,328

Notes:

Bylaw No. 1286 Sept 22, 2005 to include all RDKB participants

ROSSLAND OPTED BACK IN THE SERVICE IN 2016

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Miscellaneous Revenue	2018	2019		2020		2021		2022		2023
Account	11 590 159 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1		-	-		-		-		-		-
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	173,003
Recovery from 2017 Fire Season Grand Forks SPU Trailer - \$160,862.11		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Emergency Planning Grant	2018	2019		2020		2021		2022		2023
Account	11 759 080 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1											-
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	PEP Grants	2018	2019		2020		2021		2022		2023
Account	11 759 083 - 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Emergency Incident #1 - Response	30,000	30,000		30,000		30,000		30,000		30,000
	Emergency Incident #1 - Recovery	20,000	20,000		20,000		20,000		20,000		20,000
2	Emergency Incident #2 - Response	30,000	30,000		30,000		30,000		30,000		30,000
	Emergency Incident #2 - Recovery	20,000	20,000		20,000		20,000		20,000		20,000
	Current Year Budget	100,000	100,000		100,000		100,000		100,000		100,000

Notes:	Previous Year Budget	100,000
	Actual to December 31, 2018	2,612,134
Response costs recovered 100%		
Recovery costs recovered at 80% less \$1,000		
See Page 17 & 18		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Federal Grant In Lieu	2018	2019		2020		2021		2022		2023
Account	11 210 100 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Federal Grant In Lieu	800	800		800		800		800		800
	Current Year Budget	800	800		800		800		800		800

Notes:	Previous Year Budget	800
	Actual to December 31, 2018	572



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Previous Year's Surplus	2018	2019		2020		2021		2022		2023
Account	11 911 100 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Surplus	193,391	125,313		-		-		-		-
	Current Year Budget	193,391	125,313		-		-		-		-

Notes:	Previous Year Budget	193,391
	Actual to December 31, 2018	193,391

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Capital - Short Term Borrowing	2018	2019		2020		2021		2022		2023
Account	11 920 002 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	MFA Equipment Borrowing Proceeds (New C2)	-									
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-
1	MFA Borrowing in 2017	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Transfer From Reserve Funds 11 921 205 012	2018 Prior Year	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Transfer From Reserve	-	-	-	-	-	-
2	Purchase of Emergency Preparedness Response Vehicle	62,500					
	Price includes Vehicle, Radio, Winter Tires, Road Hazard						
	Light Package, RDKB Signage, Taxes and Fees						
3	Funds to Return the Grand Forks SPU to Operational	15,000					
	Status Should the Government of BC Not Compensate Us						
	For Items Missing After Summer 2017 Deployment						
<b>Current Year Budget</b>		<b>77,500</b>	-	-	-	-	-

Notes:	Previous Year Budget	77,500
	Actual to December 31, 2018	59,496

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

<b>Notes:</b>		<b>Previous Year Budget</b>	<b>149,699</b>
		<b>Actual to December 31, 2018</b>	<b>150,444</b>
<b>Item #1</b>	54% - Admin, 36% - Electoral Area Admin, & 10% - Emergency Preparedness		
<b>Item #3</b>	New Position for 2019 - Estimated For Half Year in 2019		
<b>Item #8</b>	50% - Emergency Preparedness, & 50% - Regional Fire Services		
<b>Item #9</b>	50% - Regional Fire Services, 25% - Emergency Preparedness, & 25% - 911 Communications		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Travel & Conference 12 258 210 012	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Annual PEP Conference	2,071	1,600	2.0%	1,632	2.0%	1,665	2.0%	1,698	2.0%	1,732
2	Registration & Per Diem	2,071	2,071	2.0%	2,112	2.0%	2,155	2.0%	2,198	2.0%	2,242
3	General Travel		1,000	2.0%	1,020	2.0%	1,040	2.0%	1,061	2.0%	1,082
<b>Current Year Budget</b>		<b>4,142</b>	<b>4,671</b>		<b>4,764</b>		<b>4,860</b>		<b>4,957</b>		<b>5,056</b>

Notes:

	Previous Year Budget	4,142
	Actual to December 31, 2018	4,434

Item #1/2 Two Attendees To EP Conference

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Vehicle Operating 12 258 211 012	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Mileage and Other Operating Expenses	3,106	3,106	2.0%	3,168	2.0%	3,231	2.0%	3,296	2.0%	3,362
2	Insurance for SPU Trailers	446	446	2.0%	455	2.0%	464	2.0%	473	2.0%	483
3	Insurance of Emergency Preparedness Vehicle	2,000	2,000	2.0%	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165
4											
<b>Current Year Budget</b>		<b>5,552</b>	<b>5,552</b>		<b>5,663</b>		<b>5,776</b>		<b>5,892</b>		<b>6,010</b>

Notes:

Previous Year Budget	5,552
Actual to December 31, 2018	5,270

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Telephone 12 258 213 012	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Telephone Cost										
2	Trail EOC (250-368-9127)	1,000	1,000	2.0%	1,020	2.0%	1,040	2.0%	1,061	2.0%	1,082
3	Trail EOC Fax (250-368-9128)	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
4	Toll Free (888-747-9119)	-	-								
5	Grand Forks EOC (250-442-3628)										
6	Cell Phone @ \$80 per month	960	1,920	2.0%	1,958	2.0%	1,998	2.0%	2,038	2.0%	2,078
<b>Current Year Budget</b>		<b>1,960</b>	<b>2,920</b>		<b>2,978</b>		<b>3,038</b>		<b>3,099</b>		<b>3,161</b>

Notes:	Previous Year Budget	1,960
	Actual to December 31, 2018	2,750

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Radio - Communications 12 258 214 012	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Radio Communications - Preventative Maintenance	2,600	2,600	2.0%	2,652	2.0%	2,705	2.0%	2,759	2.0%	2,814
	On EOC radios/battery										
2	Communications Equipment	-	2,400	2.0%	2,448	2.0%	2,497	2.0%	2,547	2.0%	2,598
<b>Current Year Budget</b>		<b>2,600</b>	<b>5,000</b>		<b>5,100</b>		<b>5,202</b>		<b>5,306</b>		<b>5,412</b>

Notes:

Previous Year Budget	2,600
Actual to December 31, 2018	1,427



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Equipment Replacement 12 258 216 012	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	EOC Computer Replacement	2,000	2,000	2.0%	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165
2											
Current Year Budget		2,000	2,000		2,040		2,081		2,122		2,165

Notes:		Previous Year Budget	2,000
		Actual to December 31, 2018	1,360
Item #1	Information Services to replace one computer workstation annually		
	2016 - Replace two computers/GIS station		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Advertising & Promotion 12 258 221 012	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Community Promotion & Awareness	2,000	3,000	2.0%	3,060	2.0%	3,121	2.0%	3,184	2.0%	3,247
Current Year Budget		2,000	3,000		3,060		3,121		3,184		3,247

Notes:

Previous Year Budget	2,000
Actual to December 31, 2018	2,949

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	O.T. Wages - Emergency Response	2018	2019	2020	2021	2022	2023
Account	12 258 224 - 012	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Emergency Incident #1 - Response	-	-	-	-	-	-
	Emergency Incident #1 - Recovery	-	-	-	-	-	-
2	Emergency Incident #2 - Response	-	-	-	-	-	-
	Emergency Incident #2 - Recovery	-	-	-	-	-	-
Current Year Budget		-	-	-	-	-	-

Notes:

Previous Year Budget	-
Actual to December 31, 2018	318,986
Response costs recovered 100%	
Recovery costs recovered at 80% less \$1,000	
See Page 5	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	PEP Claims (Provincial Emergency Preparedness)	2018	2019	2020	2021	2022	2023
Account	12 258 225 - 012	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Emergency Incident #1 - Response	30,000	30,000	30,000	30,000	30,000	30,000
	Emergency Incident #1 - Recovery	20,000	20,000	20,000	20,000	20,000	20,000
2	Emergency Incident #2 - Response	30,000	30,000	30,000	30,000	30,000	30,000
	Emergency Incident #2 - Recovery	20,000	20,000	20,000	20,000	20,000	20,000
<b>Current Year Budget</b>		<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

Notes: Previous Year Budget 100,000  
 Actual to December 31, 2018 2,366,304  
 Response costs recovered 100%  
 Recovery costs recovered at 80% less \$1,000  
 See Page 5

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Board Fee 12 258 230 012	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Fee (2% increase for C.P.I.)	4,238	4,323	2.0%	4,409	2.0%	4,498	2.0%	4,588	2.0%	4,679
2	Carbon Offset & Climate Change Initiatives	1,163	1,163	2.0%	1,186	2.0%	1,210	2.0%	1,234	2.0%	1,259
Current Year Budget		5,401	5,486		5,596		5,708		5,822		5,938

Notes:

Previous Year Budget	5,401
Actual to December 31, 2018	5,401

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Consulting Fees	2018	2019		2020		2021		2022		2023
Account	12 258 233 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Consulting Fees - Public Education Campaign	5,000	5,000		5,000		5,000		5,000		5,000
	Assesment/Development										
2	Printing Public Education Brochures										
3	Communications Plan										
4	Livestock/Pet Care Plan										
5	Miscellaneous Plans										
6	Grand Forks EOC Development Plan		10,000								
7	Flood Mapping Project		32,500								
	Current Year Budget	5,000	47,500		5,000		5,000		5,000		5,000

Notes:		Previous Year Budget	5,000
		Actual to December 31, 2018	3,850
Item # 5	Update of Regional Emergency Plan, Communications Plan, Pet & Livestock Plan Recovery Plan and update Emergency Planning manuals and documentation		
Item #6	Scoping of Projct for Stand-alone EOC in Grand Forks		
Item #7	In Partnership with City of Grand Forks, Ramping Up Existing Project		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Staff Education & Training 12 258 234 012	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Staff Development and Recertification	5,000	5,250	5.0%	5,513	5.0%	5,788	5.0%	6,078	5.0%	6,381
Current Year Budget		5,000	5,250		5,513		5,788		6,078		6,381

Notes:		Previous Year Budget	5,000
		Actual to December 31, 2018	1,320
Item #1	Training cost for Emergency Operations Center staff		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Office Supplies	2018	2019		2020		2021		2022		2023
Account	12 258 251 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Includes Report Printing & supplies	3,900	3,900		2,000	2.0%	2,040	2.0%	2,081	2.0%	2,122
	Current Year Budget	3,900	3,900		2,000		2,040		2,081		2,122

Notes:	Previous Year Budget	3,900
	Actual to December 31, 2018	1,231
Item #1	2018 amount includes allocation to produce EM plans, if needed	



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	38,200
	Actual to December 31, 2018	24,623

Item #1	Includes rental charges and janitorial services	
	GL Transfer to Misc Revenue Culture Arts & Recreation Lower Columbia	11 590 159 - 018
	Generators in Trail & Grand Forks	
Item #2	GF Generator Service 2017 = \$1900 / 2 = \$950 x 2 units (GF and Trail) = \$1900	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Sprinkler Protection Units - Repair & Maintenance 12 258 253 012	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Maintenance & Repairs and Operating Costs	15,000	5,000	2.0%	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412
2	Grand Forks SPU - Returning to Operational After Summer 2017	15,000	-								
<b>Current Year Budget</b>		<b>30,000</b>	<b>5,000</b>		<b>5,100</b>		<b>5,202</b>		<b>5,306</b>		<b>5,412</b>

Notes:

	Previous Year Budget	30,000
	Actual to December 31, 2018	7,292

Item #1 Includes \$12,000 to Refurbish and Add Equipment to Trailers Based on 2017 Deployment of GF SPU

Item #2 Contingency funds should the Province of BC NOT compensate us for the equipment lost during the deployment of the Grand Forks unit in summer 2017

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Capital 12 258 610 012	2018 Prior Year	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Purchase of Emergency Prep Response Vehicle	62,500	-				
	Price Includes Vehicle, Radio, Winter Tires, Road H						
	Light Package, RDKB Signage, Fees and Taxes						
Current Year Budget		62,500	-	-	-	-	-

Notes:

Previous Year Budget	62,500
Actual to December 31, 2018	59,496

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	25,000
	Actual to December 31, 2018	25,000
Item #1-5	Grants are intended to supplement SARS operations (a retainer)	
Item #5	Agreement good through Dec 2018; increase forecast.	

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Contribution To Reserve	2018	2019		2020		2021		2022		2023
Account	12 258 741 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Contribution To Reserve	160,350	58,000								
2											
	Current Year Budget	160,350	58,000		-		-		-		-

Notes:	Previous Year Budget	160,350
	Actual to December 31, 2018	160,350

Item #1	Annual Contribution to Reserve

\$208,237.93

\$ -

\$208,237.93

Balance in Reserve December 31, 2018

Account Numbers 34 700 012

Restricted - Unmet Needs Committee Donations (Included in above)

Net Reserve (Unrestricted)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Vehicle Financing										
Account	12 258 840 012	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	New Command Vehicle (C2 - 2016 Tahoe)	-	-		-		-		-		-
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-
MFA Equip Loan #0012-0 - \$1,176.71 Monthly (Final PMT March 31, 2022)		
Transferred to '050' @ January 1, 2018		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Previous Year's Deficit	2018	2019		2020		2021		2022		2023
Account	12 258 990 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Deficit	-	-		-		-		-		-
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Contingencies 12 258 999 012	2018 Prior Year	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1		5,000	5,000	5,000	5,000	5,000	5,000
2	Unmet Needs Committee Expenses						
Current Year Budget		5,000	5,000	5,000	5,000	5,000	5,000

Notes:	Previous Year Budget	5,000
	Actual to December 31, 2018	7,410





# Emergency Preparedness Service

## 2019 Work Plan



### EMERGENCY PREPAREDNESS SERVICE

Chris Marsh, Manager of Emergency Programs  
Service Number 012  
As of February 7th, 2019



## Emergency Preparedness Service

### 2019 Work Plan

**Service Name:** Emergency Preparedness

**Service Number:** 012

**Committee Having Jurisdiction:** Board of Directors – Protective Services Committee

**General Manager/Manager Responsible:**

James Chandler, General Manager Operations / DCAO

Chris Marsh, Manager of Emergency Programs reporting to Dan Derby, Regional Fire Chief

**Description of Service:**

The Emergency Preparedness Service has been established to provide an integrated and effective approach to emergency preparedness, response, recovery and mitigation within all municipalities and electoral areas of the Regional District of Kootenay Boundary (RDKB). An Emergency Management Program Agreement has been implemented to facilitate the cooperation between the Regional District and participating municipalities. The Agreement outlines the process by which resources are shared and how joint or regional Emergency Operation Centers are established. Under the agreement, everyone adheres to one Regional Emergency Plan (the Plan).

The Plan provides the policies and procedures as the framework to guide Regional District activities before, during and after an emergency event. The Plan is based on the BC Emergency Management System and is intended to meet the requirements of all applicable provincial legislation and regulations. The RDKB works cooperatively with other internal and external emergency plan holders, agency partners and emergency responders to ensure a state of readiness should an emergency or disaster occur. In addition to reviewing the Plan and its policies and procedures on an on-going basis, staff participate in annual training and exercises to further advance the ability of the RDKB and partner municipalities to effectively coordinate response to any emergency or disaster that occurs

within the Region. Additionally, individuals and families within the Regional District must also take the necessary steps to prepare for emergencies and disasters.

A strong, well-resourced and well-supported Emergency Preparedness Service will ensure that the RDKB's response to, resiliency during, and recovery from emergency events within the District will be greatly enhanced.

**Establishing Authority:**

Section 332, Local Government Act, RSBC 2015 (formerly Section 796, LGA, RSBC 1996, ch. 323)

Bylaw No. 1256 Electoral Areas 'A', 'B', 'C', 'D' & 'E' for the purpose of establishing an Emergency Response and Recovery Plan(s) for the RDKB, adopted January 27, 2005.

Bylaw No. 1286 amending Bylaw No. 1256 to include all municipalities within the RDKB, adopted November 24, 2005.

Bylaw No. 1613 RDKB Emergency Planning Service Establishment Amendment Bylaw approving the City of Rossland's re-entry to the service as a participant.

**Requisition Limit:** Not Applicable

**2018 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$236,613/ \$1,576,855 / \$ TBD (high because of flood response costs)

**Regulatory or Administrative Bylaws:**

Bylaw No. 1312 A bylaw to regulate the RDKB Emergency Management Organization as a service of the RDKB, adopted May 4, 2006.

**Service Area / Participants:** All Electoral Areas and Municipalities within the Regional District.



### Service Levels

Emergency planning, response, mitigation and recovery services.

### Human Resources:

- General Manager, Operations / DCAO
- Manager of Emergency Programs
- Regional Fire Chief / Fire Dispatch Manager
- Fire & Emergency Services Administrative Assistant

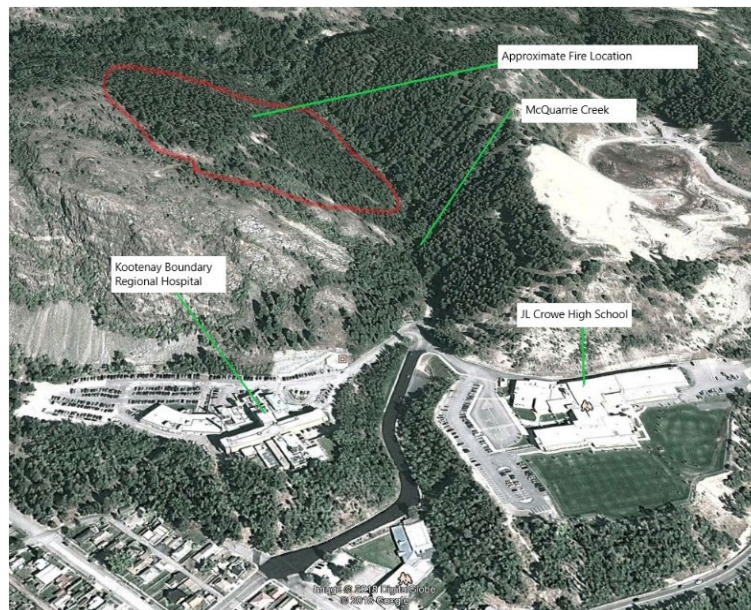
### 2018 Events:

The Boundary flooding of 2018 was the worst flooding in the history of the province of BC. Over 3200 residents were evacuated from their homes, seeking shelter from floodwaters that ranged from 1 in 200 to 1 in 500 year levels. Direct response costs total well over \$20 Million and recovery costs are expected to exceed \$60 Million dollars. Ongoing recovery efforts include a team of 10 individuals delivering all aspects of recovery operations, from repairs to critical infrastructure to supporting individuals suffering from flood-related mental illness. It goes without saying that all available resources have been applied in 2018 to the response and recovery from this event. Despite the Boundary flooding event, there were other significant EOC responses as well. Other significant 2018 events included:

- Riverside Drive Landslide – Trail, April 2018
- Langford and Sayward Creek Flooding - Columbia Gardens, March – May 2018
- Trail and Gorge Creek Flooding – April 2018
- China Creek Road Flooding – Genelle – April 2018



- Fruitvale – Kelly and Beaver Creek Flooding – May 2018
- Boundary Flooding – Grand Forks, Christina Lake, Greenwood, Midway, Rock Creek, Westbridge, Beavertown, Carmi - May – June 2018
- Santa Rosa Wildfire 1 – July 2018
- Lynch Creek, Toronto Creek and Santa Rosa 2 Wildfires – August 2018
- McQuarrie Creek Wildfire – September 2018



Location of McQuarrie Creek Fire, Trail, BC (September 2018)



Trail Creek Flooding, Warfield (April 2018)



Downtown Grand Forks (May 2018)

### Significant Issues and Trends:

In general, disasters of increasing frequency and magnitude are impacting BC communities. Two significant flooding seasons concurrent with the two worst wildfire seasons on record have highlighted the need for significant application of resources to emergency management functions within local government.

The hiring of a full time staff member dedicated to the Emergency Preparedness Service (completed in September of 2017) provided much needed support during the EOC activations this past year. However, it is clear, that if that resource is used primarily for responding to events and the associated recovery, there will be no ability to grow and design the emergency program in any sustainable fashion. Recent events have clearly demonstrated that there are two streams of emergency management that the RDKB needs to develop – the policy stream and the operational stream. Where policy indicates a need for program development and documentation, the operational stream relates strictly to response and recovery functions related to emergency events.

With the events that were experienced in 2018, being both flooding and fires, very little advancement was made on the following work plan projects. Due to the impacts of flood recovery planning and resources to our Emergency Preparedness Services, the Manager of Emergency Services is temporarily seconded to the Recovery Management Team. A recruitment to backfill the position and provide essential resource is underway. (This is supported through EMBC and does not impact the RDKB budget). Until such time a successful candidate is hired the projects as presented below will have limited progression. A status update is included with each of the projects and majority of all projects continues to 2019.

Considering the priorities and urgency of key projects and activities preparing for the freshet season in 2019 the following is a list of objectivities that are considered to take precedent and priority over all other tasks until completed:

- Completion of hiring for new full time temporary support position
- Flood Response Plan
- Communication Plan including Emergency Alerting System
- Public education and Community Outreach
- Pet and Livestock Plan
- Regional Emergency Plan Update
- 

It is anticipated that the above listed work will utilise 100% capacity of our existing emergency management staff and including the pending recruitment of the backfill position.

**2019 Projects:****Project #1: Emergency Communications Plan****Project Description:**

Many aspects of the response to the Rock Creek and Stickpin wildland interface fires of 2015 were very successful. However, one of the significant after action items that was recommended from these events was the development of an enhanced Emergency Communications Plan (ECP). Development of this plan would greatly assist RDKB staff in enabling best-management practices in regards to both internal and external communications during a major emergency event.

The development of an Emergency Communications Plan will also explore options for an Emergency Alerting System for residents and businesses such as is used in neighbouring regional districts.

**Project Timelines and Milestones:**

To be completed concurrently with #1 above, the review of the Regional Emergency Plan. The ECP would exist as a separate and stand-alone document from the Regional Emergency Plan itself.

**Project Risk Factors:**

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season). The amount of time that the new Corporate Communications Officer can dedicate to this project could affect the timelines of this project.

**Internal Resource Requirements:**

This project will be a joint effort between the Manager of Emergency Programs and the Corporate Communications Officer. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

**Estimated Cost and Identified Financial Sources:**

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

**Relationship to Board Priorities:**

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on

good management and governance” & “We will ensure the messages we are delivering within our region are clear and easily understood.”

**November 2018 update:** Significant work was undertaken to identify an appropriate vendor to supply an emergency notification system. This portion of the above project is ready for delivery with Board approval. Other aspects of the communications plan have been developed, or will be developed as a result of Flood Response Plan work that will be undertaken in advance of freshet 2019.



**Project #2: Pet & Livestock Plan****Project Description:**

A further recommendation that resulted from the Rock Creek and Stickpin wildland interface fires in 2015 was the need to continue the development of a well-defined Pet and Livestock Plan (PLP). Managing pets and livestock during large and complex emergency events is made simpler if plans and relationships are already in place. As well, it is helpful to undertake preplanning such as the identification of suitable livestock and pet reception facilities, agencies which can assist, and resources that are available.

**Project Timelines and Milestones:**

To be completed concurrently with #1 above, the review of the Regional Emergency Plan. However, the PLP will exist as a separate and stand-alone document from the Regional Emergency Plan itself.

**Project Risk Factors:**

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season).

This project will build upon existing relationships with various stake holders involved in animal welfare (such as the Ministry of Agriculture), and their availability to provide feedback and to engage in a plan review process could impact the project.

**Internal Resource Requirements:**

The bulk of the effort needed to complete this project will be provided by the Manager of Emergency Programs. Some staff time may be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

**Estimated Cost and Identified Financial Sources:**

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

**Relationship to Board Priorities:**

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

**November 2018 update:** Very little progress was made on this project in 2018. Through the Boundary flooding event in spring of 2018, resources and documentation have been identified that should see this project be much easier, and it is likely to be completed in 2019 with appropriate resources.

**Project #3: Build Community / Agency Relationships****Project Description:**

The addition of a new dedicated Manager of Emergency Programs (as of September 2017) provides an opportunity to further enhance relationships between the Emergency Preparedness Service and a variety of stakeholders. As well, relationship building is an on-going priority aspect of any successful emergency management program. Time spent enhancing interagency relationships is returned ten-fold when those interactions are tested during an emergency event.

Having robust and resilient pre-existing relationships between agencies and organizations, who will need to work together during complex emergency events, will lead to better outcomes for area residents in the event of a major emergency disaster within the RDKB.

**Project Timelines and Milestones:**

Ongoing throughout the year.

**Project Risk Factors:**

Lack of community and agency outreach leads to missed opportunities and liabilities during emergency events, so not pursuing these opportunities may negatively impact the long term success of the Emergency Preparedness Service.

**Internal Resource Requirements:**

Staff time by the Manager of Emergency Programs, the Corporate Communications Officer and the Kootenay Boundary Regional Fire Rescue Fire Chief.

**Estimated Cost and Identified Financial Sources:**

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

**Relationship to Board Priorities:**

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

**November 2018 update:** Significant progress was made on this project in 2018. Emergency Services Committee meetings were held in the spring of 2018 in both Trail and Grand Forks. New committee members were identified and an email group list was developed. Through numerous activations, the EOC developed strong working relationships with many other levels of government, utilities, stakeholders, NGO's, public safety agencies and all manner of local community support organizations.

The emergency service participated in several exercises and debriefs and at each opportunity, critical relationships were developed.

**Project #4: Public Education and Community Outreach****Project Description:**

This project seeks to define the level of engagement and outreach that the community and the RDKB wish to have in regards to public education and community outreach.

The Emergency Preparedness Service would benefit from Board consideration of a desired strategic direction, and the expected level and type of outreach which would best benefit the residents of the RDKB. To that end, the Manager of Emergency Programs will develop a report with options and recommendations for public education and outreach within the RDKB.

Public outreach and education can include, but is not limited to:

- Open houses, seminars and town hall meetings;
- Outreach via pamphlets, letters and other printed materials, either mailed or available for pick-up;
- Various forms of social media interactions;
- Public alerting systems, via text, email or other, that alert residents to significant situations or events that are underway or anticipated.

**Project Timelines and Milestones:**

This project will be initiated in 2018 with the scoping design phases, and continue through 2019 and beyond as an ongoing service to RDKB residents.

	2018												2019					
Month	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Project Scoping																		
Create Options Report																		
Board Review of Options Report and Path Forward																		

Outreach Program Start																			
Funding Delivery																			

**Project Risk Factors:**

Undertaking an appropriate community outreach and education program will help increase the resiliency and recovery ability of residents and businesses within the RDKB. However, there are many ways to undertake community outreach, each with different advantages, costs and potential outcomes.

Previous outreach attempts have, at times, seen relatively little uptake by area residents.

**Internal Resource Requirements:**

The bulk of effort will be undertaken by the Manager of Emergency Programs. Assistance from the Corporate Communications Officer and the Fire & Emergency Services Administrative Assistant will help ensure the success of the project.

**Estimated Cost and Identified Financial Sources:**

Initially, there will be no costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Should there be a desire to proceed with producing outreach materials, hosting open houses, or to pursue a public messaging system, there would be costs associated with those projects. Once a strategic direction is determined, more defined costs and deliverables around program delivery can be identified.

**Relationship to Board Priorities:**

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance", "We will ensure we are proactive and responsible in funding our services", and "We will ensure the messages we are delivering within our region are clear and easily understood."

**November 2018 update:** Very little progress was made on this project in 2018. The service did participate in meetings, workshops and conferences related primarily to flooding. That being said, significant outreach work will need to happen in the future to help guide;

- Wildfire awareness and FireSmart principals
- Flood awareness and avenues to protect homes
- General emergency preparedness.

**Project 5:** Asset Management Planning**Project Description:**

Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:** Throughout 2018.

**Project Risk Factors:**

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan)

**Internal Resource Requirements:**

Asset management planning work will require significant input, direction and assistance from RDKB administrative staff. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

**Estimated Cost and Identified Financial Sources:** N/A

**Relationship to Board Priorities:**

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

There is no consideration or planned work for this project with current resources in 2019.



**Project #6: Update Regional Emergency Plan****Project Description:**

The last major revision of the Regional District of Kootenay Boundary Emergency Management Plan was undertaken in 2012, with the original plan being written in 2006. Since that time, there have been several activations of the plan and the Regional Emergency Operations Centre (REOC). Significant wildland interface fires in 2015 within the Regional District were an excellent opportunity to activate the plan and REOC. These activations demonstrated the effectiveness of the plan. However, these activations were also an excellent opportunity to identify opportunities for the enhancement of the Plan. Hazard identification, section enhancement, and an overall review would be advantageous as the Emergency Preparedness Service evolves. It is recommended that a careful and systematic review be undertaken to ensure that the Plan remains capable of handling any and all potential hazards that the Regional District of Kootenay Boundary may face. It is also recommended that enhancements that are introduced during the review are carefully tested through continued training, exercises, and other feedback mechanisms.

**Project Timelines and Milestones:**

	2018										
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Project Scoping											
Literature and Policy Review											
Consultation and Feedback											
Plan Outline											
Plan Revisions											
Peer Review											
Plan Approval and Adoption											

**Project Risk Factors:**

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season) as well as the availability of feedback providers, peer reviewers and others who will have input and / or workload associated with the Plan.

**Internal Resource Requirements:**

Some assistance may be required to notify internal and external emergency plan holders, agency partners and emergency responders with notification of the updated plan. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

**Estimated Cost and Identified Financial Sources:**

Costs will include RDKB staff time and possible use of RDKB vehicles for meetings.

**Relationship to Board Priorities:** It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

**November 2018 update:** overall the emergency plan worked well during major events in 2018. This may not be our most critical project. No progress was made on this project in 2018.

**Additional Identified Potential Projects:**

As the above mentioned projects evolve and are completed, additional projects may be initiated. It is not anticipated that these projects will be able to be undertaken without additional resources in 2019, even with the backfill of the Emergency Manager position. These projects, if the above work plan can't be completed in 2019, will be considered for the 2020 work plan. Some of these may include the following, as per Board direction and program need:

- RDKB First Responder Radio Communications System Evaluation
- Flood Fighting Trailer Grant Request
- Update flood plain mapping for entire RDKB
- Have address points placed on actual home locations in RDKB GIS property layer
- Analysis and recommendation of best practices re: emergency evacuations
- Analysis of emergency evacuation routes and alternatives
- Development of an RDKB – wide community wildfire risk and prevention plan
- Development of an RDKB-specific FireSmart for homeowners plan
- Analysis of the rapid damage assessment process used in 2018, identify best practices
- Development of a stand-alone EOC for Grand Forks
- Pre-positioning emergency management supplies across the Boundary region
- Development of a common IT operating platform for EOC operations

**Remaining Board Action Items:**

<b>EMERGENCY PREPAREDNESS SERVICE</b>			
<b>Initiation Date</b>	<b>Action / Issue</b>	<b>Staff Resources</b>	<b>Comments</b>
Jan 2017	<p><u>Project Funding:</u> Any available surplus funds should be allocated towards undone projects which include the completion of a review and update of the Regional Emergency Plan, an Emergency Communications Plan, a Pet and Livestock Plan, and an update to the emergency planning manuals and documentation.</p> <p>Staff will investigate all options and opportunities in dedicating available surplus funds towards the unfinished projects and to prepare a report being presented to the COW – Protective Services at a future meeting before any funds are spent.</p>	Emergency Management Staff	These projects are included in the 2019 Work Plan for the service. Staff will be considering options for completion of these projects as part of the annual budget development process (contracting project vs. completing projects in-house).
Apr. 2017	A discussion regarding the development of a guideline or policy on the role of the RDKB during community disaster recovery will be referred to the COW-Protective Services.	Emergency Management Staff	